

# TOWN OF WENHAM



2013  
Annual Town Report  
Part I

## TOWN REPORTS

### PART I

2013

To All the Citizens of Wenham:

Your Board of Selectmen is pleased to submit this report of our Town's activities in 2013, the sixteenth year under Proposition 2 ½ and the thirteenth of the new millennium.

The Annual Town Meeting will be held on **Saturday, April 5, 2014**. The Warrant for this meeting along with the recommendations of the Finance and Advisory Committee and this Board, will be found in the separate booklet, Part II. We hope you will study it before the hearing on the budget, which will be held at **Town Hall on Monday, March 31, 2014 at 7:00 PM**. We trust you will give this budget your consideration and come to the meetings prepared to participate actively in our deliberations.

KENNETH F. WHITTAKER, Chair  
PATRICK A. WILSON  
JACK WILHELM

\*Cover Photo: Wenham Tea House

# **ANNUAL REPORT**



**BOARD OF SELECTMAN  
KEN WHITTAKER, CHAIR  
PATRICK WILSON, VICE CHAIR  
JACK WILHELM, CLERK**

**REPORT OF THE TOWN CLERK  
REPORTS OF TOWN BOARDS,  
DEPARTMENTS, COMMISSIONS & COMMITTEES  
FOR THE YEAR ENDING DECEMBER 31, 2013**

## **ELECTED OFFICIALS 2013 – 2014**

### ASSESSORS, BOARD OF

Thomas Tanous, Chair (2016)  
Lisa Craig (2014)  
Richard W. Fleming (2015)

### CEMETERY COMMISSIONERS

Richard T. Caves, Chair (2016)  
Michelle Bailey (2014)  
Catherine Tinsley (2014)

### HEALTH, BOARD OF

Gerald T. Donnellan, Chairman (2015)  
Dr. Andrew Ting (2016)  
Alyson Preston, RN (2014)

### LIBRARY TRUSTEES, HAMILTON- WENHAM PUBLIC LIBRARY

Margaret Whittaker, Chair (2014) Wenham  
Doris Gallant (2015) Wenham  
Annette Janes (2014)  
Gwen Holt (2014) Hamilton  
Madelyn Liberti (2016) Hamilton  
Pat Purdy (2014)

### MODERATOR

Paul D. Weaver (2014)

### PLANNING, BOARD OF

David E. Geikie, Chair (2018)  
Donald J. Killam, Jr. (2015)  
Minot Frye (2016)  
Virginia L. Rogers (2017)  
Stephen Kavanagh (2014)

### REGIONAL SCHOOL DISTRICT

Roger A. Kuebel, Chair (2014)  
Lawrence D. Swartz (2014)  
Jeanise Bertrand, (2016)  
Deborah Evans, (2016)  
Sean Condon, (2014)  
William Dery, (2014)  
Sheila McDonald (2015)  
Barbara Lawrence (2015)  
William Wilson (2015)

### SELECTMEN, BOARD OF

Kenneth Whittaker, Chair (2015)  
Patrick Wilson (2014)  
Jack Wilhelm (2016)

### TOWN CLERK

Trudy Reid (2014)

### TREE WARDEN

Winslow Mulry (2014)

### WATER COMMISSIONERS

Ernest C. Ashley, Chair (2016)  
Richard K. Quateman (2014)  
Paul E. Mendonca (2015)

### WENHAM HOUSING AUTHORITY

Elizabeth A. Armington, Chair (2014)  
Bruce Blanchard (2017)  
Donald Luxton (2018)  
Jean Rouse (2016)  
Elizabeth Craig-McCormack (State Appointee)



## **ELECTED STATE AND NATIONAL SENATORS AND REPRESENTATIVES**

### **MASSACHUSETTS GENERAL COURT**

**Representative (4<sup>th</sup> Essex District)**

Bradford Hill

**Senator (1<sup>st</sup> Essex & Middlesex District)**

Bruce E. Tarr

### **UNITED STATES CONGRESS**

**Representative (6<sup>th</sup> District)**

John F. Tierney

**Senators**

Elizabeth Warren

Edward Markey

Ron Gauthier, John Clemenzi, Blake Denmon, Ken Whittaker, Patrick Wilson & Mark Andrews



# TOWN OFFICERS APPOINTED 2013 - 2014

## OFFICERS:

### ANIMAL CONTROL

Stephen Kavanagh

### ANIMAL CONTROL, INDIGENOUS

Stephen Kavanagh

### ANIMAL INSPECTOR

Anne Jackman

### ASSESSOR

Stephen Gasperoni

### ASSESSOR'S ASSISTANT

Shirley Cashman

### BUILDING & GROUNDS DIRECTOR

Mark Gates

### BUILDINGS INSPECTOR

Charles Brett

### HEALTH AGENT, BOARD OF

Gregory P. Bernard

### HOUSING AUTHORITY

Paula Mountain, Exec. Director

### LUMBER, SURVEYOR OF & MEASURER OF WOOD & BARK

Gay Roland

### MOTH WORK, SUPERINTENDENT OF

Winslow Mulry

### OIL BURNER INSPECTOR

Jeffrey Baxter

### PERMITTING COORDINATOR

Mary Crowley

### PLUMBING AND GAS INSPECTOR

Kevin Dash

### PUBLIC WORKS DIRECTOR

William Tyack

### PUBLIC WORKS ASSISTANT

Debi Morong

### TOWN ACCOUNTANT

Justin Cole

### TOWN ADMINISTRATOR

Mark Andrews

### TOWN ADMINISTRATOR'S ASSISTANT

Debi Morong

### TOWN COUNSEL

Paul D. Weaver

### TREASURER COLLECTOR

Caroline Johnson

### FINANCE DIRECTOR

David Genereux

### VETERANS' SERVICES, EASTERN ESSEX DISTRICT

Terrance Hart, Director

### WATER DEPARTMENT SUPERINTENDENT

Erik Mansfield

### WATERSHED DISTRICT DESIGNEE

Erik Mansfield

### WIRING INSPECTOR

Robert B. Brown, Jr.

## BOARDS, COMMITTEES & DEPARTMENTS:

### AUDIT COMMITTEE (One year term)

Mike Lucy

Mark Andrews

Jack Wilhelm

David Genereux

Justin Cole

### BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

(One year term)

Frances de Lacvivier, Chair

Patty Cavanaugh

Bill Charman

Bill Tyack

Albert W. Dodge, Jr.

Harriet Davis

#### CAPITAL MANAGEMENT COMMITTEE

Mark Andrews (One year term)  
Bill Dery  
Hilliard Ebling  
Jim Farnham  
Marc Johnson  
Barbara Kent Lawrence  
Bill Tyack  
Rick Mitchell  
Art Oberheim  
Jack O'Keefe  
Sue Patrolia  
Jon Richardson  
Jennifer Scuteri  
Rick Shruhan

#### COMMUNITY PRESERVATION ACT COMMITTEE

Gregory Heppner, Chair (One year term)  
Ted Batchelder  
Herbert Cheeseman  
Jim Howard  
Virginia Rogers  
Jamie White  
Leo Maestranzi  
Kennon Anderson  
Thomas Starr

#### CONSERVATION COMMISSION

Philip Colarusso, Chair (2016)  
Robert Burnett (2016)  
Malcolm Reid (2016)  
Michael Novak (2014)  
Stuart Gray (2015)  
Leo Maestranzi (2015)  
Jerome Hunsaker (2014)  
Michael Dube, Associate (2014)

#### CONSERVATION COORDINATOR

Emilie Cademartori

#### COUNCIL ON AGING

Lucy Frederiksen, Chair (2016)  
Roseann Brozenske, Vice Chair (2016)  
Lucille Lynch (2013)  
Don Luxton (2013)  
Merle E. Welsh *resigned*  
Peggy Gauthier (2016)  
Diana Lang (2015)  
Juliana Dodge (2016)  
Kristin Crockett *resigned*  
Carol Rawston *resigned*  
Gail MacLean *resigned*

#### COUNCIL ON AGING DIRECTOR

James Reynolds

#### BOARD OF ELECTION REGISTRARS

Trudy L. Reid (2014)  
Roseann Brozenske (2015)  
Polly Beyer (2016)  
Elizabeth Lebel (2016)

#### ELECTION OFFICERS (One year term)

Patricia Purdy, Warden  
Bryan J. Armington  
Elizabeth A. Armington  
Michelle Bailey  
Bruce Blanchard  
Dorothy Goudie  
Juliana F. Dodge  
Laurie Erhard  
Doris L. Gallant  
Peter A. Hersee  
Susan Herrick  
Carol E. Kelley  
Jo-Ann F. Lund  
Donald Luxton  
Paul E. Mendonca  
Mary Miceli  
Debra A. Morong  
Jane Richardson  
Lauren M. Swartz  
Thomas Tanous  
Catherine Tinsley  
Elizabeth Wright

#### EMERGENCY MANAGEMENT, DIRECTOR OF

Robert Blanchard  
David Marsh, Assistant Director

#### EMERGENCY MANAGEMENT, DEPUTY DIRECTOR OF

Thomas Perkins

#### FENCE VIEWERS (One year term)

Ken Whittaker  
Patrick Wilson  
Jack Wilhelm

#### WENHAM FINANCE & ADVISORY COMMITTEE

Michael Lucy, Chair (2015)  
Kathryn Mansfield (2016)  
Hilliard Ebling (2015)  
Richard Quinn (2016)  
Jeffrey Fotta (2014)  
Kevin Lech (2014)

#### HAMILTON-WENHAM CULTURAL COUNCIL

Sasha Nostrand, Chair Hamilton  
Ann Brainard Wenham (2015)  
Beth McLeod Hamilton  
Katy Moran, Wenham (2014)  
Anne Babcock Hamilton  
Kerri Kinch Hamilton  
Maureen Whitman Wenham (2016)  
Kerry Weirsma Wenham (2014)  
Lindsay Schnabel Wenham (2016)  
Krista Veenema Hamilton

#### HAMILTON-WENHAM LIBRARY

Jan Dempsey, Director  
Robert Pondelli, Assistant Director  
Kim Claire  
Karen D'Ambrosio  
Nancy Day  
Lorraine Der  
Sarah Lauderdale  
Amy Cadell  
Rebecca Shea

#### HAMILTON-WENHAM JOINT RECREATION

John Cusolito Hamilton, Chair  
Dan Ahearn, Wenham (2013)  
Mary Buntin, Wenham (2013)  
Jay Butler, Hamilton  
Denis Curran, Wenham (2015)  
Lindle Willnow, Hamilton

#### HAMILTON-WENHAM JOINT RECREATION

##### DIRECTOR (One year term)

Sean Timmons

#### HISTORIC DISTRICT COMMISSION

James Howard, Chair (2014)  
Don Bannon, (2015)  
Harriet Davis (2016)  
William Joyner (2013)  
Barbara Locke (2015)  
Lanse Robb (2015)  
Jennifer Tymann (2013)  
Michael Therrien (2016)

#### IRON RAIL COMMISSION

Edward Batchelder, Chair (2014)  
John Clemenzi (2015)  
A. Winslow Dodge, Sr.

#### FIRE DEPARTMENT (One year term)

Robert A. Blanchard, Chief  
Stephen Kavanagh, Deputy Chief  
Jeffrey Baxter, Captain and Fire Prevention Officer  
Daniel Sullivan, Captain  
Thomas Curran, Lieutenant  
Jeffrey A. O'Brien, Lieutenant

Thomas Raymond, Lieutenant  
Robert Wallace, Lieutenant  
Gary Blaney, Lieutenant  
Michael Binns, Senior Firefighter  
Christopher Jones, Senior Firefighter  
William Jones, Senior Firefighter  
David Raymond, Firefighter  
Joseph Cloutier, Firefighter  
Michael Allain, Firefighter  
Zachary Ingraham, Firefighter  
Richard Bertone, Firefighter  
Mark Gates, Firefighter  
Christian Hassel, Firefighter  
John Joyce, Firefighter  
Kevin MacDonald, Firefighter  
Sean McCarthy, Firefighter  
William Pantos, Firefighter  
Leonard Tuneburg, Firefighter  
Robert Viel, Firefighter  
William Wildes, Firefighter  
Benjamin Blanchette, Firefighter  
Jacob Kreyling, Firefighter  
Rev. Michael Duda, Chaplain

#### POLICE DEPARTMENT (One year term)

Chief Thomas C. Perkins  
Captain Jeffrey W. Tobey  
Sergeant Jonathan B. Gray  
Sergeant Michael Mscisz  
Sergeant Christopher J. Machain  
Patrolman David T. Marsh  
Patrolman Shane M. Kavanagh  
Patrolman Chad P. Labrie  
Patrolman William J. Carney  
Patrolman Steven T. Farinato  
Susan M. Hersee, Administrative Asst.  
Dean W. Pedersen, Chaplain

#### RESERVE POLICE OFFICERS (One year term)

Matthew F. Almeida  
Brent T. Morong  
Robert C. Breaker  
William J. Foley  
Michael F. Perry  
Michael J. Chandler  
Brian J. Pratt  
Richard J. Sherry  
Neil P. Comeau  
Jenna M. DiGianvittorio  
Christopher T. Sanborn  
Jose M. Santiago  
Shawn T. Tinsley  
Wesley S. Izidoro  
Scott W. Wood  
Robert N. Smith  
Calvin M. Perkins, Constable  
Paul Mendonca, Constable

POLICE MATRONS (One year term)

Janice Benevento  
Ellen Bonaventura  
Karen Gates  
Christina Hathon  
Susan Hersee  
Joanne Lennon  
Cindy McPherson  
Heather Osborn  
Denise Ramsdell  
Michelle Straw  
Jenna DiGianvittorio  
Catherine Tinsley  
Noelle Bowie-Pierce  
Mia Cefalo

MAPC

Harriet Davis (2016)

NORTH SHORE TECHNICAL HIGH SCHOOL

William O. Nichols (2016)

WENHAM AFFORDABLE HOUSING TRUST

Josh Anderson, Chair (One year term)  
Molly Martins  
Lawrence Swartz  
Jared Ward  
Jamie White  
Patrick Wilson

WENHAM ISSUES OF SOCIAL SERVICE HELP  
(WISSH)

Linda Rich, Chair (2016)  
Don Killam (2015)  
Jane Pederson (2014)  
Calvin Perkins (2015)  
Trudy Reid (2016)  
Ann Brainard (2016)  
Tom Tanous (2014)  
Maribeth Ting (2014)  
Maureen Whitman (2014)  
Julie Clay (2015)  
Marisa Bartlett (2015)  
Patricia Purdy (2013)

BOARD OF ZONING APPEALS

Anthony M. Feeherry, Chair (2015)  
Timothy Mansfield (2016)  
Jeremy Coffey (2014)  
Associate Member(s)  
Vacant

**AD HOC COMMITTEES:**

BYLAW REVIEW COMMITTEE (5/2009)

Gary Cheeseman  
David Geikie  
Judy LeBlanc  
Eric Lustig  
Martin Pomeroy  
Paul Weaver

GOVERNMENT STUDY COMMITTEE (10/2011)

Judy LeBlanc  
Eric Lustig  
Martin Pomeroy  
Paul Weaver

WAR MEMORIAL COMMITTEE (11/2007)

Bruce Blanchard, Co-Chair  
Peter Hersee, Co-Chair  
Albert W. Dodge  
Bill Tyack  
Bob Blanchard  
Stephen Kavanagh  
Howard Morong  
John Perkins  
Tom Tanous  
Dean Pedersen

## Wenham Board of Selectmen

2013

2013 was a year of opportunities developed and challenges met for the Town. It was a year of continued transition in many key personnel positions. The Board of Selectmen elevated Tom Perkins to the position of permanent Chief of Police, Bob Blanchard to the position of full time Fire Chief, and hired Jim Reynolds as Director of the Council on Aging and Senior Outreach Services. In addition, after a thorough and deliberative review of the Town's Finance Department, and with the goal of finding the most effective and efficient model to improve the Town's financial administration, the Town entered into a contract with Bay State Municipal Accounting Group for Finance Director and Town Accountant services. David Genereux and Justin Cole staff these positions, respectively.

In the Town Administrator's office, Traci Masterson left the job of administrative assistant. After a public posting and comprehensive review of many competitive candidates, Deb Morong was appointed to this position. Deb formerly served as the Highway, Cemetery and Water Department's administrative assistant. Wenham residents will continue to benefit from her thorough knowledge of these areas of town operations. In addition, the Board voted to extend the contract of Town Administrator Mark Andrews for another year. These transitions show every sign of securing and improving the quality of municipal and public safety services for Wenham residents.

As a team, the BOS, Finance Committee and Finance Department undertook an effort to streamline the budget process. In addition, the Town made an effort to improve the visibility of this work by televising budget development hearings on local access television. The Board of Selectmen, Town Administrator, and Finance Director worked closely on key financial goals, including the following:

- ✓ On October 23, 2013, Standard & Poor's raised the Town of Wenham's credit rating to "AAA/Stable", the highest level available to cities and towns. The report cited the Town of Wenham's strong management, solid fiscal policies and the town's overall financial and economic stability. This placed the Town of Wenham in the top 9% of communities in Massachusetts with a credit rating of "AAA/Stable".
- ✓ On November 13, 2013, the outside independent auditing firm of Powers & Sullivan completed the audit for FY 2013. Wenham received an unconditioned positive opinion: a clean audit for the fiscal year. The audit was completed on schedule, and management worked closely with Powers & Sullivan to provide the necessary financial reports and fiscal documentation to close out FY 2013. Of note, this process was completed three months earlier than the prior year, a very positive indicator of the strong teamwork and capabilities of our administrative and finance department staff.

In addition, the Town Administration developed and implemented:

- ✓ An expedited budget schedule for FY 2014. This schedule laid out specific timelines and outlined responsibilities for Department Heads, the Town Administrator, and the Finance Committee, consistent with the earlier date set for Annual Town Meeting.
- ✓ The setting of the tax rate for FY 2013 on time, and with approval from the Massachusetts Department of Revenue. In testament to the strong capabilities of our Finance Department, this critical component of annual financial compliance was accomplished on November 25, 2013,

almost a month earlier than in FY 2012. Completion of this task as early as possible provides an important data point to inform the Annual Town Budget process.

- ✓ Certification of FY 2013 free cash on November 1<sup>st</sup>, 2013. Obtaining certification of this certified budget surplus figure as early as possible is another key component for effective planning of the FY 2015 budget. Again, commendation is due to the highly professional performance of Wenham's administrative and finance leadership for accomplishing this task seven months earlier than the prior year.
- ✓ A "Request for Quotations (RFQ)" for contract financial services, and held successful and timely solicitations to procure a qualified firm to provide a transition for the position of Finance Director. The process was conducted pursuant to Chapter 30B of the Massachusetts General Laws to ensure compliance with the rules and regulations of State Inspector General's Office. This effort resulted in significant savings to the Town, both in terms of benefit cost avoidance and personnel costs.
- ✓ Connection with the Essex Regional Emergency Communications Center on June 28, 2013. Wenham was one of the first two towns to enter this regionalized dispatch and communications system. The transition went smoothly, and the Town is now able to provide uninterrupted public safety and essential services at a substantially reduced cost.
- ✓ The Wenham Fire Department Study, commissioned at the April 2012 Annual Town Meeting, and approved in the FY 2014 budget. The Study called for a permanent full-time Fire Chief and one new full-time firefighter. The Town Administration put the initial phase of this staffing plan into effect in October, 2013.
- ✓ A number of town policies and procedures, including the development and approval of formal financial policies. These policies, recommended by the Town's independent auditor, facilitate improved procedures, and provide more consistent and responsive outreach to Wenham citizens.

As part of a strategy to maximize all sources of local aid from the State, the Town obtained substantial grant funding from the Commonwealth for energy savings and facilities management, with the goal of reducing expenditures for essential services now and in the future.

On April 6, 2013 Annual Town Meeting approved major legislative actions including:

- ✓ FY 2014 Budget Appropriations
- ✓ H-W Building Maintenance Revolving Fund
- ✓ Emergency Service Cost Reimbursement
- ✓ Road Work - Chapter 90 Funding
- ✓ Cemetery and Other Trust Funds
- ✓ CPA Appropriations
- ✓ Extending the length of the elected term for the Office of Town Clerk

On April 11, 2013, Jack Wilhelm, a former chairman of the Finance Committee and Board of Assessors, was elected to the Wenham Board of Selectmen. Jack brings to the Board a breadth of experience in financial operations and a comprehensive understanding of Wenham's town management.

At the Special Town Meeting held on November 5, 2013 various town proposals were approved including:

- ✓ A \$3,150,000 debt exclusion for the Hamilton – Wenham Regional School District. This measure passed at the ballot box on December 12, 2013. This capital program focused on replacing the heating systems for both the Buker and Winthrop Schools. The borrowing will also fund extensive replacement of windows for the Winthrop School. The financing is structured so that a significant portion of the needed upgrades and repairs will be paid for with grant funds from the State of Massachusetts School Building Authority (MSBA).
- ✓ The State Act Further Regulating Animal Control (“Animal Control Law”), which took effect in the Commonwealth.

Other significant achievements and notable accomplishments occurring in 2013 are listed below:

- ✓ Certification of the Wenham Police Department by the Massachusetts Police Accreditation Commission on September 12, 2013. This is the first step toward full accreditation for the Department.
- ✓ Expansion of the Town of Wenham’s “Operation Safety Net.” This program is designed to improve pedestrian and bicycling safety. It also includes programs to help prevent Internet fraud, abuse, and fire safety.
- ✓ Completion of all but a small portion of the Cedar Street pedestrian sidewalk project in the fall of 2013.
- ✓ Finalization of all three Collective Bargaining Agreements including Police, Fire and the American Federation of State, County and Municipal Employees. All Collective Bargaining Agreements are now current through FY 2016.
- ✓ Promotion of the new Wenham Emergency Management Agency (WEMA), including the Chief of Police, Chief of Fire Services, DPW Director and representatives of Public Health, the Hamilton – Wenham Regional School District and Gordon College. This group inventoried available resources and developed plans to improve emergency preparedness as a community and region.
- ✓ Receipt of a Student Awareness of Fire Education (S.A.F.E.) Grant of \$3,186. This grant funded the annual educational Fire Day at the Wenham Village Improvement Society’s summer program in August. Highlights included a demonstration of the Department’s current capabilities. The grant also paid for annual training for the residential staff at Gordon College. An additional Senior S.A.F.E. Grant for \$2,518 was secured by the Fire Department, to offer fire safety instruction to senior citizens.
- ✓ Close cooperation by the Police and Fire Departments with the Hamilton – Wenham Regional School Superintendent and School Administrators to improve school safety.
- ✓ Assistance in the completion and funding of a \$5,000 State grant for the Wenham Veterans Memorial project.



- ✓ Receipt of a grant to promote regional clean energy programs with the Towns of Hamilton, Swampscott, the City of Salem and the Metropolitan Area Planning Council (MAPC.)
- ✓ Redevelopment of the Town's website by in-house staff at minor cost to the taxpayer. This was an enormous effort that involved the participation of all Town Departments, Boards, Commissions, Committees and private citizens. The new web design features updated departmental pages, specialty banners, and an expanded calendar. This work constitutes a major enhancement of service to Wenham residents and all parties interested in conducting business with the Town

The year was also marked by noteworthy progress on many fronts with the Town of Hamilton and the Hamilton – Wenham Regional School District. On November 22, 2013, we jointly applied for a second round of the Commonwealth's Community Innovation Challenge grant program for \$376,200, to develop a joint Department of Public Facilities and Infrastructure (DPFI). The foundation for this new grant application was the initial grant award of \$30,000, designed to provide a legal and organizational framework for a joint facilities and infrastructure entity. The University of Massachusetts Edward J. Collins Center for Public Management came on board to undertake this assignment in the spring of 2013. In addition to this effort, the town actively participated in the Superintendent's review of the Phase I Capital Projects and the development of Phase II Capital Projects, passed in the spring of 2013. It is estimated that the Massachusetts School Building Authority will reimburse 43% of our School District projects that were initiated and approved in 2013. These joint initiatives were grounded in a strong spirit of co-operation, and recognition of a shared interest in exploring innovative ways of providing vital services to both Wenham and the School District Community at large.

These are tough times for municipalities throughout the Commonwealth, particularly for small communities with a predominantly residential tax base. The changes, transitions and opportunities seized in Wenham during the past year were broad in scope, and vital to positioning the Town for the challenges that lie ahead. Wenham's leadership will continue a diligent search for state-of-the-art public policies and programs, especially those that promote excellence in our delivery of effective and efficient municipal services. The Town's management is committed to identifying and implementing the "best practices" that ultimately enhance Town services for the taxpayer. One overriding goal is to equitably balance the delivery of these essential services with the need to remain mindful of a reasonable tax rate. We look forward to working with all citizens of Wenham in accomplishing this goal.

We want to express our sincere appreciation for the hard work, dedication and unwavering commitment demonstrated by our town leadership team, staff, and volunteers.

Respectfully submitted,

Kenneth F. Whittaker  
Patrick Wilson  
Jack Wilhelm



# TOWN OF WENHAM

## MASSACHUSETTS

### OFFICE OF THE TOWN CLERK

#### **Report of the Town Clerk**

It gives me great pleasure to submit this Annual Report as your Town Clerk. As an Elected Official, I work directly for you, the residents, and I look forward to providing you with the best service possible.

First, the Annual Street Listing (Annual Town Census) continues to be done through the mail versus calling residents as was done in the past. The new process has increased the overall response rate and improved the accuracy of the information, while also being done at a reduced cost to save money for you, the taxpayers. As an added feature, a dog license application is included in the same mailing to ensure town wide distribution and to co-share the mailing costs. As a result, while saving money and simplifying the process, we've seen an increase in the number of dog registrations which has increased the dog tag revenues for the town.

Next, between local, state and federal elections, 2013 was a busy year for the Town of Wenham. We started in April with our Annual Town Meeting and Annual Election, both being held on new dates and in new formats. Then, with the appointment of Senator John Kerry as Secretary of State, we were required to hold two State Elections: a primary and a general election in order to elect someone to replace Kerry. These two elections were held in April and June. Nothing more exciting than to have two unplanned elections held back to back!! Following these summer elections, Wenham held a Special Town Meeting in November and a Special Election in December for the ballot vote. As a special personal note, during elections many residents come to town hall that I may not see on a regular basis, and I find it's always a pleasure to see many of you, so please feel free to stop by and say hello in between elections.

As always, the Buker School custodians continue to play a significant role in the election and town meeting process as they are extremely helpful in the set-up and breakdown for the events at both locations. And of course, my special thanks to the Wenham Police who are present to keep law and order at the voting polling locations as required by State Law.

I would also like to take a moment to recognize those who support the Town's elections. I would like to thank David Lund who has been our Election Warden for the past few years, but to also note that David has recently resigned from this position. Pat Purdy, who was in training as Election Clerk / Assistant Warden, has agreed to step up and fill the Election Warden position. I would also like to thank our current Election Registrars: Betsy Lebel, Roseann Brozenske, and Polly Beyer. In addition I would be remiss not to thank the many Election Officers that step up at each election, as their roles of check-in/check-out and maintaining the ballot box to ensure each vote is recorded properly. Many of these individuals also stay after the polls close to assist with the counting and tallying of votes, and their dedication to the process is greatly appreciated.

Of particular note, at the 2013 Annual Town Meeting a vote was taken to make the term of the Town Clerk to a three year term versus a one year term. This will ensure consistency in the Town Clerk's office for at least three years at a time. At the November Special Election, a much needed change was also made to the town's Animal Control Bylaw. By State law, we are required to have a two tier fee for dogs: one for dogs that have been spayed or neutered, and one for those dogs still intact. We have also adjusted our fees for kennels, where we now have different rates for personal kennels and commercial kennels. If you would like to learn more about these changes, please contact the Clerk's office.

Another new item to serve you better was added to the FY2013 budget, where I included salary for a part-time Clerk's office coverage on an as needed basis. This ensures that in my absence (vacation, clerk's conferences) the office will be covered to serve you better. This has turned out to be a good expense as it has allowed for more options for you to visit the Clerk's office, and has allowed for better meeting postings, etc..

Near the end of calendar year 2013, the Town of Wenham rolled out a new website that will make it easier for each department to update their own page and post information. I look forward to using this new web site to list meeting agendas, as well as keeping my own Clerk page up to date on recent elections, downloadable forms, and any other news you may want to know from the Clerk's office.

At the 2013 Annual Town Meeting, the Community Preservation Committee requested and received approval to grant the Town Clerk's office \$10,000 to go towards preserving many of the town records and documents that are pre-1962. The State requires that many documents maintained in the Clerk's office be kept on a permanent basis, so to preserve these documents they are mounted in acid free Mylar protectors. Note that several of these books that were preserved were literally falling apart at the seams. It's the Town Clerk's plan to work with the CPC on an annual basis to request grants until all required documents are preserved. This important project is needed to ensure that these documents that represent the historical record of Wenham are preserved for future generations.

On the professional certification side, after three years as a town/city clerk, by taking required classes and taking a test, a Clerk can earn a certification as a Certified Municipal Clerk (CMC). To earn the CMC designation, a Municipal Clerk must attend extensive education programs, and must have a pre-requisite years' of experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning. Toward that end, I currently belong to the MA Town and City Clerk's Association, which hosts three conferences each year, holding them at various locations throughout the state so that all clerks can attend at least one. These conferences offer classes on topics that relate directly to the Office of the Town Clerk, such as elections, state ethics, and by-law submittals...just to name a few. It is my intention to take the required test in February 2014 to obtain this certification.

Additionally, although I've been a Justice of the Peace for the Commonwealth for several years, I have just recently begun performing wedding ceremonies. As another first from the Clerk's office, I have now performed three wedding ceremonies at Town Hall in 2013.

The Town Clerk's Office is responsible for all elections, certification of town meeting and election results, conducting voter registration sessions, updating the voter list, certifying petitions, and certifying nomination papers. Additionally, recording birth, marriage, and death records, recording marriage intentions, and preparing monthly reports to Vital Statistics in Boston, and aiding in genealogical research when requested.

The Town Clerk also conducts the annual town census, certifies the residency of veterans' who qualify for state bonuses, receives board and committee meeting postings, administers and records oaths of office to town officials; submits zoning by-law and town by-law changes to the Attorney General, and sends the Jury List to the Secretary of State. The Town Clerk is also responsible for overseeing the State mandated compliance of all employees, and board and committee members, to be sure they follow through annually with any required Conflict of Interest / State Ethics Laws documentation.

In addition, the Town Clerk issues dog tag licenses, certificates for storage of flammables, business certificates, raffle permits, recycling receipts and recycle bins.

**POPULATION:** (*as of 12/31/2013*)      Total – 4,943

**REGISTERED VOTERS:**  
(*as of 12/31/2013*)

Democrat -	517
Unenrolled (Independent) –	1,622
Republican -	683
Libertarian -	4
Green-Rainbow -	6
Socialist –	1
American Independent –	1
MA Independent Party –	2

**2013 Vital Statistics:**

Births - 20

Marriages Licenses - 18

Deaths - 33

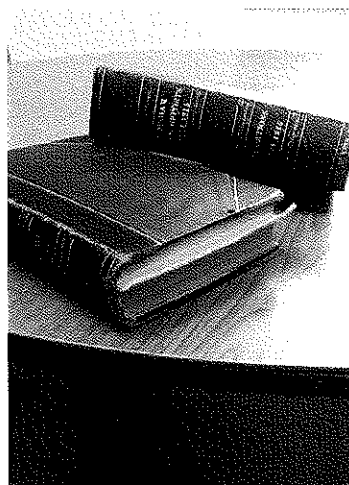
Dog Licenses Issued – 438

Kennel Licenses Issued (4 or more dogs) – 2

Respectfully submitted:

*Trudy L. Reid*

Wenham Town Clerk





**WARRANT FOR THE ANNUAL TOWN MEETING  
WENHAM, MASSACHUSETTS  
Saturday  
April 6, 2013**

Essex, ss

To either the Constables of Wenham, in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote in the Town affairs and elections. The Town Meeting will take place in the Perkins Auditorium in the Bessie Buker School in said Town on Saturday, the sixth of April, 2013 at 1:00 PM. The Election of town officers to be by official ballot from 7:00 AM until 8:00 PM will take place at the Wenham Town Hall, 138 Main Street, on Thursday, April 11, 2013.

---

**ARTICLE 1: Budget Appropriations**

To see if the Town will determine what sum of money may be necessary to defray the Town expenses of the twelve month period (Fiscal Year 2014) beginning July 1, 2013 and ending June 30, 2014 and to make appropriations for the same and to determine the source thereof.

**ARTICLE 2: H-W Building Maintenance Revolving Fund**

To see if the Town will vote to authorize a revolving fund in accordance with M.G.L., chpt. 44, sec. 53E1/2 for the following department for the specific purposes outlined below for Fiscal year beginning July 1, 2013 and ending June 30, 2014:

**A. H-W Building Maintenance**

Fees and reimbursements from the Town of Hamilton and the HWRSD for the purpose of purchasing supplies, services, equipment, and miscellaneous expenses related to building maintenance; to be expended by the DPW; not to exceed \$20,000 during fiscal year 2014. Or take any other action relative thereto.

**B. H-W Grounds Maintenance**

Fees and reimbursements from the Town of Hamilton and the HWRSD for the purpose of purchasing supplies, services, equipment, and miscellaneous expenses related to grounds maintenance; to be expended by the DPW; not to exceed \$20,000 during fiscal year 2014. Or take any other action relative thereto.

### **ARTICLE 3: Emergency Service Cost Reimbursement**

To see if the Town will vote to recover the costs of providing emergency Fire Department response services for motor vehicle accident(s) and hazardous materials releases from the parties responsible; to authorize the Selectmen to adopt regulations to define the nature and method of assessment of such costs, including all direct and indirect costs associated with rendering and collecting for emergency services rendered, and establish fees therefore; and to authorize Selectmen and/or the Wenham Fire Department, directly or indirectly through a third party billing service, to demand, recoup and or collect such costs from responsible individuals, business entities and/or insurance carriers that have provided insurance coverage applicable to such emergency services, or take any other action thereon.

### **ARTICLE 4: Road Work - Chapter 90 Funding**

To vote from available funds, under Chapter 246B of the Acts of 2002, a sum of money for work on Town Roads, subject to conditions detailed by the Massachusetts Highway Department, pursuant to Chapter 30, Section 39M; Chapter 149, Section 44J; and Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Highway Department.

### **ARTICLE 5: Cemetery and Other Trust Funds**

To accept the Cemetery and other Trust Funds received in FY2013, as printed in Part I of the Town Report, and on file with the Town Clerk.

### **ARTICLE 6: CPA Appropriations**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation budget; to appropriate from the Community Preservation Fund a sum of money to meet the necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2014; and to approve the appropriation to expend or set aside the following amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space; a sum of money for recreational use; a sum of money for the preservation of historic resources; and a sum of money for the creation, preservation and support of community housing, or take any other action relative thereto.

### **ARTICLE 7: Conversion of Town Clerk to an Appointed Town Office**

To see if the Town will vote, pursuant to MGL Chapter 41, Section 1B, to make the office of Town Clerk a position appointed by the Board of Selectmen, provided that approval of this article is accepted by vote of a majority of the voters at the 2013 Annual Town Election on April 11, 2013, on the following ballot question: Shall the town vote to have its elected Town Clerk become an appointed office of the town? Yes \_\_\_ No \_\_\_.

### **ARTICLE 8: Conversion of Tree Warden to an Appointed Town Office**

To see if the Town will vote, pursuant to MGL Chapter 41, Section 1B, to make the office of Tree Warden a position appointed by the Board of Selectmen, provided that approval of this article is accepted by vote of a majority of the voters at the 2013 Annual Town Election on April 11, 2013, on the following ballot question: Shall the town vote to have its elected Tree Warden become an appointed office of the town? Yes \_\_\_\_ No \_\_\_\_.

### **ARTICLE 9: Town Clerk- Term Length-Citizen's Petition**

To see if the Town of Wenham will vote to change the length of term for position of Town Clerk, from one year to three years, effective with the Annual Town Election, April 2014.

### **ARTICLE 10: Election of Town Officers**

Moderator, one year term; Town Clerk, one year term; Selectman, one position, three year term; Assessor, one position, three year term; Tree Warden, one position, one year term; Planning Board, one position, five year term; Board of Health, one position, three year term; Cemetery Commissioner, one position, three year term; one position for one year-to fill an unexpired term; Water Commissioner, one position, three year term; Hamilton Wenham Regional Library Trustee, one Wenham position, three year term, Wenham Housing Authority, one position, five year term; and three Hamilton Wenham School Committee members for three years or take any other action relative there to.

And you are hereby directed to serve this warrant by posting attested copies thereof: one at Town Hall and H-W Library; one at the Senior Center and the Bulletin Board outside the Wenham Post Office fourteen days at least before the time of the meeting aforesaid.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 5 day of March, 2013


  
Molly B. Martins

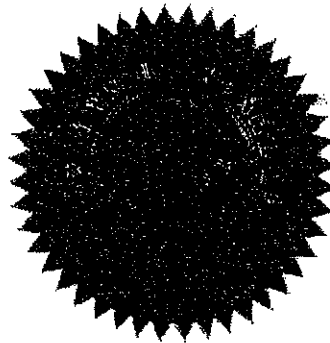
  
Patrick A. Wilson

  
Kenneth F. Whittaker

"In pursuance of the above written warrant I have this 5 day of March, 2013, posted the attested copies thereof as directed therein."

A TRUE COPY  
ATTEST:

  
Constable of the Town of Wenham  
Date March 25, 2013  
PAUL E. MENDONCA







**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

TOWN OF WENHAM  
ANNUAL TOWN MEETING  
Saturday, April 6, 2013  
1:00 PM  
PERKINS AUDITORIUM, BUKER SCHOOL

In attendance: Board of Selectman Chairperson Molly Martins, Selectman Patrick Wilson, and Selectman Kenneth Whittaker. Finance and Advisory Committee attending were Chairman Michael Lucy, Hilly Ebling, Richard Quinn, Katherine Mansfield, Jeff Fotta. Representing BMAG – Financial Consultant to the Town of Wenham – David DeGenereux.

Several Department Heads were also in attendance: H-W Public Library Director Jan Dempsey, H-W Recreation Director Sean Timmons, Director of Highway, Bill Tyack; Water Superintendent Erik Mansfield; Building and Grounds Maintenance Mark Gates; H-W Council on Aging Director Marybeth Lawton; Fire Chief Bob Blanchard; Interim Police Chief Tom Perkins and Accountant Catherine Gabriel.

At 1:10 PM, Paul Weaver Moderator called the meeting to order, indicating the required quorum of 144 registered voters had been met.

A Thank You was extended to the Cub Scouts / Boy Scouts for delivering the Warrants, the WVIS and Henry's Fine Food for the pre-town meeting lunch and to the Ayer Family for the donated flowers in memory of, Hilda Rice Ayer. A thank you was also given to the H-W Garden Club for their arrangement of the flowers. In Memoriam: two individuals who were involved in Town Government at some point in their life, passed away since our last Annual Town Meeting. They were Gilbert Steward, Jr. and Ann Mulry Shaw.

Next, the Moderator introduced our State Representative, Brad Hill. During Rep. Hill's few minutes of talk, he indicated things were starting to look good at the state and local level. Several months ago, there was the fear that major cuts would have to be made, but over the last three months, they have seen a change to the point that local aid will not have to be cut. Rep. Hill spoke in favor of regional school transportation, Special Education Circuit Breaker programs, Chapter 70 and Chapter 90 funding. Rep. Hill expected debate on the state budget would begin shortly, and he and Sen. Bruce Tarr will continue to keep local officials updated. He also pointed out that he and Sen. Tarr continue to welcome residents to feel they could contact either one of them with issues or concerns...their door is always open.

Moderator Paul Weaver also spent a few minutes thanking his wife of 35 years for allowing him to spend so much of his time on Wenham Town issues, and Town Meetings.

Before moving to the warrant articles, Mr. Weaver indicated that at the April 11, 2013 Annual Election, voters would see a question on the ballot relating to a vote taken at a Special Town Meeting in 2009. In November 2009, Special Town Meeting passed on the floor that the Town of Wenham would go into agreement with the Essex North Shore Agricultural and Technical School District. Since FY14 will begin when the monies are needed, the ballot question will ask if "Shall the Town of Wenham be allowed to exempt from the provisions of proposition of two and one-half, so called, the amounts required to pay for the Town's allocable share of the bond issued by the Essex North Shore Agricultural and Technical School District for the purpose of constructing a new High School".

Mr. Weaver continued by saying that he will be skipping over the explaining of Town Meeting Time, which is the parliamentary book by which governs town meetings. He included that if anyone was new to town meetings; please feel free to ask questions regarding the process. Mr. Weaver asked those attending to keep in mind, they are the legislative body for town meeting, by meeting the quorum that is needed. He asked everyone to pay attention to Article 1, 3, 7, 8, and 9 – as they represent issues. Town meeting is to approve appropriations and elections. Appropriations approve the cost of town services, and agree to be taxed to fund the town services. He went on to say the Finance and Advisory Committee has prepared a budget...those attending can agree or disagree to decrease or increase amounts authorized to pay for services. Final decision is the town meeting vote. He reminded those attending those elected to boards and committees, or into positions are to manage directly or indirectly those employees who report to them who spends the funds the town has approved for services.

Mr. Weaver also explained that the FY2014 Budget is now Article One. He commended both towns of Hamilton and Wenham, both FinComs, and the school committee on setting a school budget that everyone agreed on to be a fair balance that represents the fair share of each town.

Mr. Weaver stated that he had met with Board of Selectman Chairperson Molly Martins, and Finance and Advisory Committee Chair Michael Lucy. The three of them agreed that instead of voting salary lines, and expense lines separate as have been done in the past, this year, and the residents would be ask to vote the total budget for each department. The Finance and Advisory Committee compiles the budget after consultation with the Selectmen and Department Heads. Mr. Lucy will present a single motion to raise and appropriate the total amount required to fund the operating budget for the forthcoming year. Once the budget is in the final form desired by the Town Meeting, following any general debate, a vote will be taken on Article One.

The Selectmen Meeting for closing Town Meeting is scheduled for Tuesday, April 23, 2013. (NOTE: Tuesday, April 23 was postponed to Tuesday, May 7, 2013 due to the absence of the Moderator on April 23<sup>rd</sup>.)

There were 176 registered voters in attendance.  
The quorum was set at 144 voters. (5% of the 2,871 registered voters.)



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

Annual Town Meeting  
Saturday, April 6, 2013

**CERTIFICATION OF VOTE**

**ARTICLE 1: Budget Appropriations**

To see if the Town will determine what sum of money may be necessary to defray the Town expenses of the twelve month period (Fiscal Year 2014) beginning July 1, 2013 and ending June 30, 2014 and to make appropriations for the same and to determine the source thereof.

*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

THE FINANCE AND ADVISORY COMMITTEE MOVES THAT \$15,131,132 BE APPROPRIATED, AS SET FORTH IN THE ITEM NO. TOTALS UNDER THE COLUMN "FINANCE COMMITTEE RECOMMENDATION 07/1/2013 - 06/30/2014 " ON THE SHEETS CONTAINED IN THIS WARRANT LISTED AS "FY 2014 ARTICLE 1 VI.13 TOWN MEETING", FOR RECOMMENDATION AT THE ANNUAL TOWN MEETING ON APRIL 6, 2014, AS MOST RECENTLY REVISED; AND AS FUNDING THEREFORE, TO TRANSFER FROM REVENUE FUNDS (INCLUDING, BUT NOT LIMITED TO, TAXATION, LOCAL RECEIPTS, STATE AID, CERTIFIED FREE CASH, WATER RECEIPTS, AND CEMETERY TRUST FUNDS), AND RAISE AND APPROPRIATE THE TOTAL SUM OF \$15,131,132, AS SET FORTH IN THE COLUMN ENTITLED "ESTIMATED FY 2014 SUMMARY" ON THE SHEET ENTITLED, "FY 2014 ARTICLE 1, SPRING ANNUAL TOWN MEETING BUDGET SUMMARY ANALYSIS", EACH ITEM CONSIDERED A SEPARATE APPROPRIATION.

Before Motion was read, FinCom Chair introduced Fincom members, and took a moment to thank former Chair Catherine Harrison for her dedication to the committee over the last two years.

Article 1 Motion was moved by Michael Lucy, Finance and Advisory Committee Chair that the town votes to approve the Article 1 motion in the form as presented on Power Point at Town Meeting.



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 1: Budget Appropriations (Cont'd)**

"Holds" were put on the following:

Although no particular hold from resident Sarah Johnson and former Town of Wenham Finance Director/Treasurer Collector, she did speak against voting in the budget by department line items. She felt we should stay with tradition and vote salaries and expenses separately. No motion was made. Moderator thanked Sarah for her personal and professional opinion.

#123 – Town Administrator. Resident Dave Reid wanted clarification on how salaries were calculated. He noted first with the Town Administrator, and continued throughout the report; some were calculated using 52.2 weeks and others with 52 weeks. He solely wanted a town meeting acknowledgement and hoped the FinCom would figure out a way to best handle the differences in the numbers. BMAG spoke that a thorough review would be done and corrections would be made where necessary. Moderator added that this seemed like a technical nature.

#132 – Reserve Fund. Resident Michelle Bailey questioned why a lower amount was showing for FY13 and \$150,000 was budgeted for FY14. BMAG spoke that the actual was used for FY13 in preparing the budget report, but in past years, \$150,000 was the normal amount set aside in the budget.

#141 – Assessors. Resident Tom Tanous, and Elected Assessor spoke saying the salaries were not consistent with other department salaries. No longevity pay was added for the Chief Assessor and the Assistant. Mr. Tanous made a motion to add \$779.00 to the final budget. Motion moved, seconded, and passed.

#145 – Finance Director. Resident Sarah Johnson spoke again. She indicated that she was going to make a motion to move money within the budget in order to fund a Finance Director. However, after speaking with the Moderator, she felt like she would be "out of order" in doing so, since the budget was being voted on as a whole. Moderator corrected Mrs. Johnson by saying she was free to make any motion, but would have to do so to the entire departmental budget, not just to the salary line. No motion was made.

#160 – Minutes Clerk. Resident Michelle Bailey indicated this is the only staff position in town that did not receive a salary increase. Mrs. Bailey made a motion that \$100.00 be added to Minutes Clerk Salary. Motion moved and second. Passed.



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 1: Budget Appropriations (Cont'd)**

#195 – Town Report. Resident Susan Mehlman questioned as to why the Annual Report was not delivered along with the Warrant as has been done in past years. Interim Town Administrator spoke on behalf of her question in saying since the Town Meeting had been moved up a month earlier, the Annual Report was not ready at the same time as the warrant, and since there is a MA General Law that dictates when the Warrant is delivered to the voters, it was delivered without the report in order to make the deadline.

#220 – Fire Department. Resident Dave Reid questioned if the "training salary" was moved into "Salaries". Fire Chief Bob Blanchard confirmed that is what happened for the FY14 budget.

#491 – Cemetery. Cemetery Commissioner and resident Bryant Barnard indicated that there are no funds currently in any cemetery account that could afford for \$10,000 to be transferred into Highway. If \$10,000 was not put into Highway from Cemetery funds, there would be a technical issue of not having a balanced budget. A motion was made to delete the Cemetery source of funds from the Article. This motion did not pass, moderator called it two to one. FinCom Chair Michael Lucy assured Dr. Barnard this situation would be better reviewed going forward.

#541 – Council on Aging. Barbara Locke inquired about future of the COA and the Van program, since rumors are circulating about Hamilton pulling out of the van service and hiring their own Director full time. Chair Martins confirmed Hamilton is going with a full time Director effective July 1<sup>st</sup>, and they are also looking to outsource their van transportation. This was also confirmed by Town Manager Michael Lombardo. Michael Lombardo also expressed should Wenham not be able to do something by July 1<sup>st</sup> with their current transportation services for seniors, Hamilton will honor their contract and pay Wenham through November 2013. Resident Sarah Johnson raised the question since revenues from Hamilton were projected on the Budget Summary Analysis, how would this be handled going forward as far as setting the tax rate. Chair Martins indicated they used the best information they had at the time of preparing the budget, and this source of revenue as well as others would be watched closely going forward into FY14, and the BOS will work closely with the FinCom.

#620 – Library. Michelle Bailey indicated she is concerned if Hamilton will be paying their share on the joint program. Michael Lombardo, Town Manager for Hamilton indicated that Hamilton voted at their Annual Town Meeting a number they are comfortable with at the moment, and if needed, they can/will adjust at their Fall Town Meeting.



**TOWN OF WENHAM**  
**MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting**  
**Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 1: Budget Appropriations (Cont'd)**

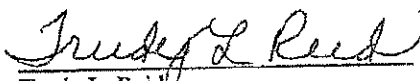
#914 – 5230 – Employee Benefits / Merit Adjustment. John Clemenzi questioned if this was in the best interest to have this money at the discretion of the Board of Selectmen. He reminded residents this was tried back in 2010, and the residents at that Special Town Meeting voted not in favor of having such a fund available for the Selectmen to use, without a check and balance from either a Town Meeting Vote, or Fincom. Interim Town Administrator Mark Andrews spoke on behalf of this. He indicated this money (\$50,000) was a good faith in collective bargaining. He indicated with this money, they could have more of leverage at the bargaining table. Motion was made to move \$50,000 from "Merit Adjustment" to Reserve Funds. Moderator Paul Weaver declared motion passed with a comfort majority in favor.

As Town Meeting was getting ready to vote on Article 1, resident Scott Byer pointed out that the motion contained a typo. Motion should read "for recommendation at the Annual Town Meeting on April 6, 2013 instead of 2014. Correction made. Town Clerk also pointed out to Moderator that before the vote could take place, \$15,131, 132 needed to be changed to \$15,143,011. This change reflects the \$779.00 change made by Tom Tanous to the Assessors salary line, and the \$100.00 change in Minutes Clerk salary as suggested by Michelle Bailey.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Article 1 passed 4 to 1, called by the Moderator, Paul Weaver.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk

V1.13 Town Meeting  
All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Actual 7/1/2009 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
114	MODERATOR	0	0	0	0	50	50	50
114-5200	EXPENSES							
122	SELECTMEN	10,812	10,812	10,812	10,812	10,812	10,812	10,812
122-5100	SALARIES	1,782	2,164	619	3,425	2,000	2,000	2,000
122-5100	EXPENSES	12,694	12,694	11,431	12,237	12,812	12,812	12,812
122-5200	TOTAL - SELECTMEN							
123	TOWN ADMINISTRATOR	93,456	93,456	93,456	99,467	100,000	100,365	100,365
123-5100	SALARY (@ \$160,395/year)	2,473	1,847	327	615	2,500	2,500	2,500
123-5200	EXPENSES	45,355	95,405	93,730	100,102	102,500	102,865	102,865
123-5200	TOTAL - TOWN ADMINISTRATOR							
131	FINANCE & ADVISORY COMMITTEE	247	217	152	152	250	250	250
131-5200	EXPENSES							
132	RESERVE FUND MGL C-40, 9.6	147,310	146,378	138,613	141,407	77,874	150,000	200,000
132-5700	RESERVE FUND							
138	TOWN ACCOUNTANT	44,334	48,575	52,028	51,800	53,040	54,035	54,035
138-5100	SALARY & WAGES							
138-5100	(Town Acct. @ \$54,035/year)	1,930	2,532	5,272	2,494	2,730	2,700	2,700
138-5200	EXPENSES	46,284	51,207	57,308	54,294	55,740	55,735	55,735
138-5200	TOTAL - TOWN ACCOUNTANT							
139	MUNICIPAL AUDIT	19,000	19,000	18,000	18,000	20,000	22,000	22,000
139-5300	CONTRACT SERVICES - Municipal Audit							
141	ASSESSORS	76,514	76,928	78,531	78,520	79,329	80,507	81,289
141-5100	SALARY & WAGES							
141-5100	(Chief Assessor @ \$61,927/year)							
141-5100	(Asst Assessor @ \$18,980/year)	8,032	8,724	8,404	9,532	10,574	10,574	10,574
141-5200	EXPENSES	54,521	55,552	55,555	55,553	59,903	59,931	59,931
141-5200	TOTAL - ASSESSORS							
145	FINANCE DIRECTOR, TREASURER / COLLECTOR	108,904	91,863	84,525	98,578	119,000	50,161	50,161
145-5100	SALARY & WAGES							
145-5100	(Treas. / Coll. @ \$23,842/year for 18 hour/week)							
145-5100	(2 Treas/Coll Clerks @ \$18,195/year for 19 hours each)	12,051	8,626	4,821	8,608	21,075	25,875	25,875
145-5200	EXPENSES	597	870	0	2,206	0	0	0
145-5200	TAX TITLE	0	4,370	0	0	0	0	0
145-5200	GASB 46 ACTUARIAL STUDY	12,028	21,140	31,252	56,826	15,700	59,090	59,090
145-5200	CONTRACT SERVICES							
145-5200	(Finance Director Contract Services @ \$55,000)							
145-5300	TOTAL - FINANCE DIRECTOR, TREASURER/COLLECTOR	131,641	126,891	123,728	188,216	155,715	131,026	131,026
151	TOWN COUNSEL / LEGAL	0	0	0	0	0	0	0
151-5200	EXPENSES							
151-5200	CONTRACT SERVICES - RETAINER	11,650	7,000	7,000	7,000	7,000	7,000	7,000
151-5200	CONTRACT SERVICES - OUTSIDE COUNSEL	89,346	56,968	32,908	17,330	15,000	16,000	16,000
151-5200	TOTAL - TOWN COUNSEL/LEGAL	97,048	63,968	39,908	24,330	22,000	23,000	23,000

v1.13 Town Meeting  
All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
155-5100	INFORMATION TECHNOLOGY							
155-5100	SALARY & WAGES	0	0	0	0	0	0	0
155-5200	EXPENSES	20,511	18,610	14,425	18,372	21,800	22,050	22,050
155-5200	CONTRACT SERVICES	46,703	41,186	38,271	42,045	41,745	40,466	40,466
155-5700	OTHER (GIS Programs; Web Page Host)	786	3,252	252	4,059	4,350	5,150	5,150
155-5700	CAPITAL	4,448	0	0	0	5,000	8,000	8,000
155-5800	TOTAL - INFORMATION TECHNOLOGY	71,359	63,012	52,949	62,506	72,556	75,656	75,656
160-5100	TOWN HALL							
160-5100	SALARY & WAGES	98,035	98,770	53,354	41,354	40,290	41,052	41,052
160-5200	EXPENSES	80,221	38,989	42,200	57,771	46,489	47,000	47,000
160-5300	CONTRACT SERVICES	3,300	2,900	2,900	5,700	4,500	4,500	4,500
160-5310	Mintee Clerk & Grant Writer	25,000	33,323	0	0	0	0	0
160-5320	Cleaning Service	206,556	173,959	111,154	104,825	51,250	32,562	32,562
160-5320	TOTAL - TOWN HALL							
161-5100	TOWN CLERK							
161-5100	SALARY	46,066	56,834	42,389	43,994	44,440	43,583	43,583
161-5200	EXPENSES	281	2,647	2,415	2,569	1,950	3,090	3,090
161-5200	TOTAL - TOWN CLERK	46,347	59,481	44,804	46,563	46,390	46,673	46,673
162-5100	ELECTIONS & REGISTRATION							
162-5100	SALARY	2,950	3,212	150	150	153	155	155
162-5200	EXPENSES	15,025	11,854	10,403	5,724	14,475	8,425	8,425
162-5200	TOTAL - ELECTIONS AND REGISTRATION	17,975	15,066	10,553	5,874	14,628	8,580	8,580
170-5100	PERMITTING - LAND USE							
170-5100	SALARY & WAGES	0	0	0	48,801	65,546	63,240	63,240
170-5200	EXPENSES	0	0	0	2,012	2,645	2,645	2,645
170-5200	CONTRACT SERVICES	0	0	0	213	500	500	500
170-5200	EXPENSES - Planning	0	0	0	0	500	500	500
170-5200	EXPENSES - Board of Appeals	0	0	0	51,026	59,251	56,885	56,885
170-5200	TOTAL - PERMITTING & LAND USE	0	0	0	51,026	68,251	62,885	62,885
171-5100	CONSERVATION COMMISSION (moved to 170 Permitting - Land Use)							
171-5100	SALARY & WAGES	21,365	20,983	22,546	0	0	0	0
171-5200	EXPENSES	3,169	3,876	1,326	0	0	0	0
171-5200	TOTAL - CONSERVATION COMMISSION	24,534	24,859	23,872	0	0	0	0



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All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Actual				Actual		Finance Committee Recommendation	Town Meeting Vote
		7/1/2008 5/30/2009	7/1/2009 6/30/2010	7/1/2010 6/30/2011	7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	7/1/2013 6/30/2014		
176	PLANNING BOARD (moved to 170 Permitting - Land Use)								
175-5100	WAGES (Stipend - Clerk)	1,545	1,545	0	0	0	0		
175-5200	EXPENSES	0	433	483	0	0	0		
175-6200	TOTAL - PLANNING BOARD	1,545	1,978	483	0	0	0		
178	BOARD OF APPEALS (moved to 170 Permitting - Land Use)								
176-5100	WAGES (Stipend - Clerk)	516	101	0	0	0	0		
176-5200	EXPENSES	0	150	189	0	0	0		
176-6200	TOTAL - BOARD OF APPEALS	516	251	189	0	0	0		
192	BUILDING & GROUNDS MAINTENANCE								
192-5100	SALARIES & WAGES (Facilities Maint. Coordinator @ \$27,281/yr - other 1/2 pd by Hamilton) (Carpenter/Partner @ \$54,083/yr. Works for Hamilton and WFRSD. Most of salary recouped via cross billing) (Summer Help - 2 workers @ \$20/hr at 40 hrs p/week for 10 weeks)	0	0	25,121	62,013	67,357	97,324		
192-6200	EXPENSES	0	0	21,874	81,565	29,997	30,087		
192-5300	CONTRACT SERVICE	0	0	29,834	92,846	33,000	33,000		
192-5800	CAPITAL	0	0	0	5,280	22,000	0		
192-6800	TOTAL - BUILDING & GROUNDS MAINTENANCE	0	0	76,829	137,665	182,354	160,411		
198	TOWN REPORT	6,975	5,000	4,190	3,754	3,000	4,000 H		
195-5200	EXPENSES								
198	SENIOR CENTER	4,000	2,970	2,482	2,173	3,500	3,600		
195-5200	EXPENSES	0	0	0	0	0	10,000		
198-5310	CAPITAL	4,000	2,970	2,482	2,173	3,500	13,500		
199	IRON RAIL PROPERTY								
199-5100	SALARY & WAGES	0	6,223	6,146	5,901	6,725	6,826		
199-5200	EXPENSES	22,407	24,516	27,360	24,198	28,600	28,900		
199-5300	CONTRACT SERVICE	15,004	6,305	0,385	6,247	10,700	10,700		
199-5800	CAPITAL	2,890	0	0	0	0	21,000		
199-6800	TOTAL - IRON RAIL PROPERTY	41,291	37,043	33,891	36,296	45,225	67,326		
	TOTAL GENERAL GOVERNMENT	1,053,905	984,336	935,138	1,080,804	1,098,057	1,130,433		1,181,312

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All FY 2014 entries listed are based on a 52.2 week year

# ITEM PROTECTION OF PERSONS AND PROPERTY

ITEM NO.		Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
<b>POLICE</b>								
210	SALARIES & WAGES	892,608	898,930	879,250	899,938	881,090	886,385	
210-5100	(Chief @ \$102,908/year)							
210-5200	EXPENSES	88,284	84,817	87,527	83,876	87,064	87,064	
210-5800	CAPITAL	31,449	1,345	32,895	24,098	73,492	95,600	
	TOTAL - POLICE	1,002,315	924,992	989,762	1,017,892	1,031,616	1,117,999	
216	POLICE STATION							
216-5200	EXPENSES	27,406	25,018	18,480	24,466	25,807	28,542	
220	FIRE							
220-5100	SALARIES & STIPENDS	172,367	175,867	177,762	182,821	181,916	312,183	
220-5110	(Chief @ \$90,000 per year)							
220-5120	ON-CALL WAGES	174,902	180,589	201,132	200,911	202,650	208,492	
220-5200	EXPENSES	62,117	44,185	66,069	48,183	47,700	81,193	
220-5300	TRAINING (Wages & Expenses)	38,980	28,480	37,075	32,309	44,772	0	
220-5700	CAPITAL	18,194	0	18,900	15,300	22,000	37,950	
220-5800	TOTAL - FIRE	465,030	447,211	487,878	476,724	509,038	619,885	
226	FIRE STATION							
226-5200	EXPENSES	20,052	20,825	22,708	19,531	24,648	24,648	
231	AMBULANCE SERVICE							
231-5800	CONTRACT SERVICES	43,880	30,355	0	0	0	0	
240	PERMITTING - INSPECTORIAL SERVICES							
240-5100	SALARIES & WAGES	0	0	0	33,901	35,728	35,728	
	(Building Inspector @ \$18,921/year)							
	(Asst. Building Inspector @ \$1,957/year)							
	(Plumbing Inspector @ \$4,480/year)							
	(Electrical Inspector @ \$11,205/year)							
240-5200	EXPENSES (Building, Plumbing & Electrical)	0	0	0	731	1,100	1,100	
	TOTAL - PERMITTING - INSPECTORIAL SERVICES	0	0	0	34,632	36,828	37,828	
241	BUILDING INSPECTOR (moved to 240 Permitting - Inspectional Serv.)							
241-5100	SALARY	19,876	18,140	18,240	0	0	0	
241-5200	EXPENSES	35	247	188	0	0	0	
	TOTAL - BUILDING INSPECTOR	19,911	18,387	18,428	0	0	0	
243	PLUMBING & GAS INSPECTOR (moved to 240 Permitting - Inspectional Serv.)							
243-5100	SALARY	4,327	4,219	4,218	0	0	0	
243-5200	EXPENSES	180	150	193	0	0	0	
	TOTAL - PLUMBING & GAS INSPECTOR	4,477	4,369	4,412	0	0	0	

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All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
246	ELECTRICAL INSPECTOR (moved to 240 Permitting - Inspectional Serv.)							
246-5100	SALARY & WAGES	10,789	11,031	10,800	0	0	0	0
246-5200	EXPENSES	460	231	136	0	0	0	0
	TOTAL - ELECTRICAL INSPECTOR	11,249	11,262	10,936	0	0	0	0
249	MUNICIPAL FIRE ALARM SYSTEMS							
249-5200	EXPENSES	0	0	0	682	500	500	500
249-5300	CONTRACT SERVICE	0	254	0	882	1,500	1,500	1,500
	TOTAL - MUNICIPAL FIRE ALARM SYSTEMS	0	254	0	1,564	2,000	2,000	2,000
251	EMERGENCY MANAGEMENT SERVICE							
251-5200	EXPENSES	2,098	3,300	3,300	3,300	3,300	3,300	3,300
251-5510	Rehoboth Elementary School	2,898	1,363	0	0	0	0	0
	TOTAL - EMERGENCY MANAGEMENT SERVICE	4,996	4,663	3,300	3,300	3,300	3,300	3,300
282	ANIMAL CONTROL							
282-5100	SALARIES	12,981	12,981	12,981	12,416	13,241	13,440	13,440
	(Animal Control Officer @ \$7,014/year)							
	(Deer Officer @ \$2,450/year)							
	(Beaver Control @ \$3,199/year)							
	(Indigenous Animals @ \$777/year)							
282-5200	EXPENSES	0	224	500	195	780	750	750
	TOTAL - ANIMAL CONTROL	12,981	13,205	13,481	12,612	13,991	14,190	14,190
284	TREE WARDEN							
284-5100	SALARY (@ \$1,518/year)	1,458	1,468	1,465	1,465	1,485	1,518	1,518
284-5200	EXPENSES	789	2,855	600	1,703	1,800	1,800	1,800
284-5300	CONTRACT SERVICE	20,202	15,281	19,814	17,600	17,000	17,000	17,000
284-5700	OTHER - Tree Planting/Replacement - Spraying	2,301	1,728	0	900	1,500	1,500	1,500
	TOTAL - TREE WARDEN	24,750	21,332	21,879	21,968	21,785	21,818	21,818
299	EMERGENCY COMMUNICATION CENTER							
299-5200	EXPENSES	178,036	182,120	182,067	125,301	130,031	79,267	79,267
	TOTAL PROTECTION OF PERSONS & PROPERTY	1,818,131	1,702,808	1,704,007	1,698,340	1,859,884	1,951,813	1,951,813

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All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
<b>SCHOOLS</b>								
310	REGIONAL SCHOOL DISTRICT							
310-5200	ASSESSMENT - Wrentham Share (FY 14 base = \$3,366,750 plus \$801,267 overtime)	7,024,950	7,250,009	7,548,468	7,333,284	7,085,641	7,169,025	
315	REGIONAL SCHOOL DEBT							
315-5900	PRINCIPAL & INTEREST (1981 School Addition/Repairs)	67,682	68,059	45,497	0	0	0	
315-5910	PRINCIPAL & INTEREST (1997 New Middle School)	252,235	205,476	189,189	242,478	237,812	232,995	
315-5920	PRINCIPAL & INTEREST (2002 Boiler)	47,407	46,027	45,970	43,794	0	0	
	TOTAL - PRINCIPAL & INTEREST	377,324	319,562	274,328	286,272	237,812	232,995	
	TOTAL - HAMILTON/WRENTHAM REGIONAL SCHOOL DISTRICT	7,402,243	7,570,165	7,820,105	7,619,538	7,303,503	7,401,021	7,401,021
320	REGIONAL VOCATIONAL SCHOOL DISTRICT							
320-5200	ASSESSMENT - Wrentham Share	38,564	34,824	50,223	89,699	70,655	124,888	
320-5610	INTEREST - New Regional Technical School Building	33,564	34,824	50,223	89,699	70,655	138,549	138,549
	TOTAL - REGIONAL VOCATIONAL SCHOOL DISTRICT	7,435,807	7,604,788	7,871,518	7,709,334	7,352,050	7,539,670	7,539,670
<b>TOTAL EDUCATION</b>								
422	HIGHWAY DEPARTMENT							
422-6100	SALARIES & WAGES (DPW Director @ \$65,883/year) (Fireman @ \$72,471/yr) (5 Other positions at average @ \$47,527/year) (Loose Leaf pick-up @ \$35,000/yr)	455,535	428,206	434,571	454,314	489,749	512,094	
422-6200	EXPENSES	23,505	27,749	24,816	24,266	30,900	98,044	
422-6700	STREET MAINTENANCE EXPENSE (Inc. Carth Baseline)	75,277	44,988	61,897	67,144	67,144	56,800	
422-6800	CAPITAL	99,578	55,965	0	0	67,000	688,738	688,738
	TOTAL - HIGHWAY DEPARTMENT	568,895	556,908	521,374	545,724	664,793	1,365,672	1,365,672
423	SNOW REMOVAL							
423-5100	WAGES	43,514	38,050	38,050	38,050	38,050	38,050	
423-5200	EXPENSES	115,817	81,358	104,477	12,988	70,000	70,000	
423-5800	CAPITAL	0	0	0	0	0	0	
	TOTAL - SNOW REMOVAL	159,331	119,408	142,527	49,038	108,050	108,050	108,050
424	STREET LIGHTING							
424-5200	EXPENSES	60,089	41,525	43,583	40,353	38,042	42,000	42,000
429	VEHICLE MAINTENANCE							
429-5200	EXPENSES	47,785	46,304	49,773	49,695	53,800	61,800	61,800
433	REFUSE COLLECTION AND DISPOSAL							
433-5300	EXPENSES	235,020	213,680	219,981	226,810	238,548	281,548	281,548

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ITEM NO.	ITEM	Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
481	CEMETERY							
481-5100	SALARIES & WAGES - Burial Agent	1,817	3,200	3,200	3,200	3,284	3,312	
481-5200	EXPENSES	5,182	5,765	5,795	2,073	5,500	5,500	
481-5300	CONTRACT SERVICE - BURIALS	0	0	0	0	500	500	
481-5400	OTHER - MEMORIAL DAY EXPENSE	500	500	500	500	200	200	
481-5700	OTHER - VETERAN'S GRAVES EXPENSE	200	200	200	200	200	200	
481-5710	TOTAL CEMETERY	8,500	14,866	9,695	5,973	7,484	7,512	7,512
486	GASOLINE & OIL							
486-5200	EXPENSES	75,585	72,925	50,019	65,592	69,500	82,500	82,500
	TOTAL DEPARTMENT OF PUBLIC WORKS	1,233,612	1,085,414	1,044,551	1,031,186	1,189,187	1,228,248	1,228,248
	HEALTH AND HUMAN SERVICES							
510	BOARD OF HEALTH							
510-5100	SALARIES	2,350	2,350	2,230	2,350	4,726	7,025	
510-5200	EXPENSES	2,322	1,940	1,768	3,184	3,650	3,750	
510-5300	CONTRACT SERVICE - Health Agent @ \$60/hr	14,850	16,000	17,482	17,182	18,070	18,070	
510-5700	OTHER	2,500	3,852	1,377	2,821	3,300	0	
	TOTAL - BOARD OF HEALTH	22,022	27,372	22,857	25,511	27,385	25,845	25,845
541	COUNCIL ON AGING							
541-5100	SALARIES (\$14,423/year @ 14 hrs/wk - COA Grant \$6,156)	6,331	3,775	6,917	6,863	10,987	9,761	
541-5200	EXPENSES	8,825	7,014	7,739	7,837	7,900	7,500	
	TOTAL - COUNCIL ON AGING	15,156	10,789	14,656	14,700	18,887	17,261	17,261
542	COUNCIL ON AGING VAN							
542-5100	SALARIES	41,232	38,730	37,760	38,361	50,942	56,317	
542-5200	EXPENSES	9,351	6,938	10,529	7,433	9,800	9,800	
	TOTAL COUNCIL ON AGING VAN	50,583	45,668	48,289	45,794	60,742	66,117	66,117
543	VETERAN'S BENEFITS							
543-5200	EXPENSES	750	8,675	7,977	1,344	3,774	1,775	
543-5210	REGIONAL DISTRICT ASSESSMENT	16,882	18,559	19,202	18,170	21,426	20,000	
	TOTAL VETERAN'S BENEFITS	17,632	27,234	27,179	19,514	25,200	21,775	21,775
	TOTAL HEALTH & HUMAN SERVICES	105,993	116,063	112,071	108,275	132,195	132,369	132,369

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All FY 2014 salaries listed are based on a 52.2 week year

ITEM NO.	ITEM	CULTURE AND RECREATION									
		6/30/2009	6/30/2010	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2014	6/30/2014		
620	JOINT LIBRARY										
620-5100	SALARIES & WAGES										
5101	Director	63,008	63,217	63,132	63,132	64,362	63,358				
	Prof Library Generalists/Grants Administrator	63,008	63,217	63,132	63,132	40,000	106,968				
	Subtotal Administration					104,362					
5102	Head Reference	36,327	35,846	35,921	35,921	37,559	36,224				
5103	Circulation / ILL	35,102	35,008	34,476	35,170	36,885	37,436				
5104	Young Adult Librarian	35,331	35,234	35,186	35,365	37,123	37,782				
5105	Childrens	35,319	35,178	35,235	35,280	36,995	37,552				
5106	Circulation	34,789	34,769	34,842	35,298	36,925	37,479				
5107	Administrative Librarian	35,002	34,888	35,288	35,170	36,985	37,439				
5108	Technical Services	46,283	46,109	46,108	47,752	47,679	48,395				
	Subtotal Professional	262,304	257,910	257,981	265,864	270,161	274,410				
5110	Support Staff - 12 Part-time Positions (@ various hly wages)	70,220	75,899	121,796	106,893	83,962	76,831				
	Clerical Assistance (included in support staff)	12,905	15,158	0	0	0	0				
	Cleaning Service (moved to Maint of Bldg & Grounds)	22,408	22,408	0	0	0	0				
	Custodian (from Custodian to Cleaning Service)	406	0	0	0	0	0				
	2-3 Shovelers - total 20 hrs/wk.	8,793	9,809	121,785	106,893	83,962	13,585				
	Subtotal Support	115,730	122,861	121,785	106,893	83,962	90,156				
	Total Salaries	441,040	443,188	442,919	438,009	458,505	470,684				
620-5200	EXPENSES										
5201	Library Books	37,649	98,625	89,569	102,039	102,895	101,966				
5202	Subscriptions & Periodicals	8,950	7,972	8,950	8,950	8,950	8,950				
5204	Technology	37,810	39,418	39,047	39,035	40,176	42,068				
5205	General Supplies	11,194	9,265	10,302	10,816	12,227	12,265				
5206	Memberships, Conference & Travel	766	415	915	816	816	816				
5207	Programs	914	500	498	498	500	500				
5208	Heat & Utilities	60,184	59,419	59,989	44,599	60,250	65,250				
5209	Maintenance of Building & Grounds	10,785	18,820	22,564	39,245	41,183	40,100				
	Total Expenses	227,422	232,634	241,825	245,759	268,688	281,936				
620-5900	CAPITAL	0	0	0	0	7,090	7,500				
	TOTAL LIBRARY	668,462	675,822	684,545	681,765	732,053	740,000				

V1.13 Town Meeting  
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ITEM  
JOINT RECREATION PROGRAM  
(OTHER - JT. RECREATION PROGRAM EXPENSE  
(Includes 10% Administrative Fee to Hamilton)  
EXPENSES

ITEM NO.  
640  
640-5200

650  
650-5100  
650-5200

PARKS DEPARTMENT  
WAGES (Gatekeeper)  
EXPENSES  
TOTAL - PARKS DEPARTMENT

891  
891-5200

HISTORIC DISTRICT COMMISSION  
EXPENSES

693  
693-5100  
693-5200

TOWN CLOCK  
SALARY (Clockwinder)  
Expenses (Clock Repair)  
TOTAL - TOWN CLOCK

699  
699-5200

BAND  
EXPENSES

## TOTAL CULTURE AND RECREATION

## FIXED CHARGES

911  
911-5200  
911-5220

RETIREMENT  
ESSEX REGIONAL RETIREMENT ASSESSMENT  
FORMER EMPLOYEE PENSION  
TOTAL - RETIREMENT

914  
914-5200  
914-5220  
914-5230  
914-5710

EMPLOYEE BENEFITS  
GROUP INSURANCE (Health & Life - Town Share)  
UNEMPLOYMENT  
WERT ADJUSTMENT  
OTHER - ROT-BACK

916  
916-5200

FICA / MEDICARE  
EXPENSES

945  
945-5200  
945-5700

GENERAL INSURANCE  
EXPENSES  
DEDUCTIBLE FUND

## TOTAL FIXED CHARGES

Item No.	Actual 7/1/2008 6/30/2008	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 6/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
640	48,722	48,708	48,848	50,055	63,397	45,994	45,994
650	3,900	3,592	2,836	4,176	3,877	3,877	
650-5100	3,885	1,636	2,357	1,449	3,050	3,050	
650-5200	7,685	5,225	5,153	5,624	8,927	9,927	9,927
891	0	0	0	0	200	200	200
891-5200	0	0	0	0	0	0	
893	1,169	1,158	1,158	772	1,181	1,181	
893-5100	0	0	0	0	0	1,181	
893-5200	1,169	1,158	1,158	772	1,181	1,181	1,181
699	0	0	0	0	500	500	500
699-5200	0	0	0	0	0	0	
	728,037	728,916	740,844	738,227	804,798	794,802	794,802
911	398,730	374,147	394,492	366,782	429,564	484,470	
911-5200	2,288	2,288	2,288	5,905	5,900	5,900	
911-5220	341,018	376,435	396,780	402,285	432,484	470,270	470,270
914	846,165	474,853	429,402	428,358	574,042	578,775	578,775
914-5200	0	10,075	86	86	6,000	5,000	5,000
914-5220	0	0	0	0	0	0	0
914-5230	18,511	12,149	24,820	3,712	68,027	60,000	60,000
914-5710	568,846	497,488	454,406	432,070	545,059	633,775 H	663,775
916	36,079	37,508	40,065	42,011	48,000	45,000	45,000
916-5200	0	0	0	0	0	0	0
945	105,970	103,192	105,833	93,465	120,878	113,900	113,900
945-5200	1,000	0	0	0	0	0	0
945-5700	106,970	103,192	105,833	93,465	120,878	113,900	113,900
	1,052,713	1,014,821	987,066	989,832	1,244,431	1,293,945	1,293,945

## v1.13 Town Meeting

All FY 2014 salaries listed are based on a 52.2 week year

## ITEM NO.

## TOWN DEBT - PRINCIPAL &amp; INTEREST

ITEM NO.	ITEM	Actual 7/1/2008 6/30/2009	Actual 7/1/2009 6/30/2010	Actual 7/1/2010 6/30/2011	Actual 7/1/2011 6/30/2012	Budget 7/1/2012 6/30/2013	Finance Committee Recommendation 7/1/2013 8/30/2014	Town Meeting Vote 7/1/2013 6/30/2014
710	PRINCIPAL - FIRE ENGINE (Non-Debt Exclusion)	20,000	20,000	20,000	15,000	15,000	15,000	
710-5910-2	PRINCIPAL - JOINT LIBRARY	70,000	70,000	70,000	75,000	75,000	75,000	
710-5910-3	PRINCIPAL - LIBRARY LEASE/PURCHASE	20,000	20,000	20,000	20,000	20,000	20,000	
710-5910-4	PRINCIPAL - TOWN HALL PROJ. (\$244,000)	15,000	15,000	15,000	15,000	15,000	15,000	
710-5910-5	PRINCIPAL - TOWN HALL / POLICE PROJECT	225,000	235,000	235,000	230,000	220,000	220,000	
710-5910-6	PRINCIPAL - IRON RAIL BOILER	10,000	10,000	10,000	0	0	0	
710-5910-7	PRINCIPAL - FIRE ENGINE (Debt Exclusion)	55,000	45,000	45,000	45,000	45,000	45,000	
710-5910-8	PRINCIPAL - CUMULATIVE Road Repair	0	0	0	41,911	39,000	39,000	
710-5910-11	PRINCIPAL - ESCO	0	0	0	24,000	24,000	24,000	
710-5910-12	PRINCIPAL - HIGHWAY TRACKLESS MACHINE (Loan)	0	0	0	22,000	30,000	30,000	
710-5910-13		415,000	415,000	415,000	487,911	483,000	483,000	
Subtotal - Principal								

## 751

751	INTEREST	4,583	3,753	2,823	2,063	1,388	898	
751-5915-2	INTEREST - FIRE ENGINE (Non-Debt Exclusion)	37,258	34,398	31,448	28,138	25,813	21,813	
751-5915-3	INTEREST - JOINT LIBRARY	9,888	8,888	8,028	7,168	6,288	5,348	
751-5915-4	INTEREST - TOWN HALL PROJ. (\$244,000)	7,135	6,520	5,890	5,245	4,570	3,890	
751-5915-5	INTEREST - TOWN HALL / POLICE PROJECT	180,248	149,888	139,616	122,735	120,173	110,823	
751-5915-6	INTEREST - IRON RAIL BOILER	1,100	860	213	0	0	6,694	
751-5915-7	INTEREST - FIRE ENGINE (Debt Exclusion)	16,660	14,400	12,431	10,519	8,807	15,508	
751-5915-8	INTEREST - CUMULATIVE Road Repair	0	0	12,855	17,096	16,286	6,000	
751-5915-9	INTEREST - ESCO	0	0	3,600	6,960	6,480	0	
751-5915-11	INTEREST - HIGHWAY TRACKLESS MACHINE (Loan)	0	0	0	1,706	2,295	3,106	
751-5915-12		285,652	218,457	217,034	203,928	181,842	172,857	
Subtotal - Interest								

## TOTAL TOWN DEBT

## TOTAL GENERAL FUND

480	WATER FUND	148,911	143,352	143,053	147,453	146,890	152,532	
480-5100	SALARIES & WAGES							
	Superintendent @ \$74,957 per year							
	primary operator @ \$52,800 per year							
	Other wages							
	Commissioner's salaries \$1 @ \$2, 2 @ \$1							
480-5200	EXPENSES	148,401	117,958	280,110	268,744	267,553	266,533	
480-5300	CONTRACT SERVICES	7,882	3,152	0	0	0	0	
		156,283	120,810	280,110	268,744	267,553	266,533	
480-5000	CAPITAL	100,803	35,000	12,895	15,000	15,000	15,000	
	TOTAL - WATER FUND	405,997	295,162	419,058	481,197	459,253	434,085	
TOTAL GENERAL/WATER FUND		14,488,857	14,160,166	14,475,807	14,434,824	14,702,615	15,131,132	
								15,132,011

## SUMMARY

ARTICLE 1 - SALARIES & WAGES	3,243,538	3,362,795
ARTICLE 1 - TOWN EXPENSES	3,250,388	3,351,260
ARTICLE 1 - TOWN DEBT SERVICE (GENERAL FUND)	674,942	655,857
ARTICLE 1 - H W REG SCHOOL EXPENSES	7,066,891	7,168,026
ARTICLE 1 - H W REG SCHOOL OVER ASSESSED	0	0
ARTICLE 1 - SCHOOL DEBT	237,812	232,905
ARTICLE 1 - REG VOCATIONAL SCHOOL EXPENSES	124,688	124,688
ARTICLE 1 - REG VOCATIONAL SCHOOL DEBT	78,955	78,955
ARTICLE 1 - CAPITAL	211,592	211,592
	14,762,615	15,131,132
		879





**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 2:     H-W Building Maintenance Revolving Fund**

To see if the Town will vote to authorize a revolving fund pursuant to M.G.L., chpt. 44, sec. 53 E1/2 for the following department for the specific purposes outlined below for Fiscal year beginning July 1, 2013 and ending June 30, 2014:

**A. H-W Building Maintenance**

Fees and reimbursements from the Town of Hamilton and the HWRSD for the purpose of purchasing supplies, services, equipment, and miscellaneous expenses related to building maintenance; to be expended by the DPW; not to exceed \$20,000 during fiscal year 2014. Or take any other action relative thereto.

**B. H-W Grounds Maintenance**

Fees and reimbursements from the Town of Hamilton and the HWRSD for the purpose of purchasing supplies, services, equipment, and miscellaneous expenses related to grounds maintenance; to be expended by the DPW; not to exceed \$20,000 during fiscal year 2014. Or take any other action relative thereto.

*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION:    [MAJORITY VOTE REQUIRED]**

**THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO AUTHORIZE A REVOLVING FUND PURSUANT TO MGL CHAPTER 44, SECTION 53 E1/2, FOR THE FOLLOWING DEPARTMENT FOR THE SPECIFIC PURPOSES OUTLINED BELOW FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014 (FY 2014):**

**A. H-W BUILDING MAINTENANCE**



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 2: H-W Building Maintenance Revolving Fund (Cont'd)**

**FEES AND REIMBURSEMENTS FROM THE TOWN OF HAMILTON AND THE HWRSD FOR THE PURPOSES OF PURCHASING SUPPLIES, SERVICES, EQUIPMENT, AND MISCELLANEOUS EXPENSES RELATED TO BUILDING MAINTENANCE; TO BE EXPENDED BY THE DPW; NOT TO EXCEED \$20,000 DURING FISCAL YEAR 2014.**

**B. H-W GROUNDS MAINTENANCE**

**FEES AND REIMBURSEMENTS FROM THE TOWN OF HAMILTON AND THE HWRSD FOR THE PURPOSES OF PURCHASING SUPPLIES, SERVICES, EQUIPMENT, AND MISCELLANEOUS EXPENSES RELATED TO GROUNDS MAINTENANCE; TO BE EXPENDED BY THE DPW; NOT TO EXCEED \$20,000 DURING FISCAL YEAR 2014.**

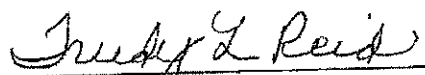
Article 2 Motion was moved by Hilliard Ebling, Finance and Advisory Committee that the town votes to approve the Article 2 motion in the form as presented on Power Point at Town Meeting.

It was confirmed that the revolving fund can only spend up to \$20,000. A question was asked as to whether or not there was an inter-municipal agreement with the H-W Regional School District. Interim Town Administrator spoke on this. He indicated that currently the contract has been extended, and they are working on a draft for a new contract.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 2 passed unanimously.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 3:      Emergency Service Cost Reimbursement**

To see if the Town will vote to recover the costs of providing emergency Fire Department response services for motor vehicle accident(s) and hazardous materials releases from the parties responsible; to authorize the Selectmen to adopt regulations to define the nature and method of assessment of such costs, including all direct and indirect costs associated with rendering and collecting for emergency services rendered, and establish fees therefore; and to authorize the Selectmen and/or Wenham Fire Department, directly or indirectly through a third party billing service, to demand, recoup and or collect such costs from responsible individuals, business entities and/or insurance carriers that have provided insurance coverage applicable to such emergency services, or take any other actions thereon.

*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION:    [MAJORITY VOTE REQUIRED]**

**THE FINANCE & ADVISORY COMMITTEE MOVES THAT THE TOWN VOTE TO RECOVER THE COSTS OF PROVIDING EMERGENCY FIRE DEPARTMENT RESPONSE SERVICES FOR MOTOR VEHICLE ACCIDENT(S) AND HAZARDOUS MATERIALS RELEASES FROM THE PARTIES RESPONSIBLE, AND FOR THIS PURPOSE TO ACCEPT THE PROVISIONS OF MG LAWS CHAPTER 40 SECTION 22F; FURTHERMORE TO AUTHORIZE THE BOARD OF SELECTMEN TO ADOPT REGULATIONS TO DEFINE THE NATURE AND METHOD OF ASSESSMENT OF SUCH COSTS, INCLUDING ALL DIRECT AND INDIRECT COSTS ASSOCIATED WITH RENDERING AND COLLECTING FOR EMERGENCY SERVICES RENDERED, AND ESTABLISH FEES THEREFORE;**



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 3:     Emergency Service Cost Reimbursement (Cont'd)**

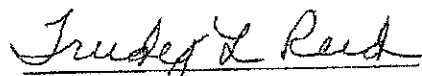
**FURTHERMORE TO AUTHORIZE THE SELECTMEN AND/OR WENHAM FIRE DEPARTMENT, DIRECTLY OR INDIRECTLY THROUGH A THIRD PARTY BILLING SERVICE, TO DEMAND, RECOUP AND/OR COLLECT SUCH COSTS FROM RESPONSIBLE INDIVIDUALS, BUSINESS ENTITIES AND/OR INSURANCE CARRIERS THAT HAVE PROVIDED INSURANCE COVERAGE APPLICABLE TO SUCH EMERGENCY SERVICES.**

Article 3 Motion was moved by Jeff Potta, Finance and Advisory Committee that the town votes to approve the Article 3 motion in the form as presented on Power Point at Town Meeting.

Total Voters: 2,871  
Quorum:        5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 3 passed unanimously.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 4: Road Work – Chapter 90 Funding**

To vote from available funds, under Chapter 246B on the Acts of 2002, a sum of money for work on Town Roads, subject to conditions detailed by the Massachusetts Highway Department, pursuant to Chapter 30, Section 39M; Chapter 149, Section 44J; and Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Highway Department.

*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN VOTE TO APPROPRIATE FROM AVAILABLE FUNDS UNDER CHAPTER 246B ON THE ACTS OF 2002, THE TOTAL SUM OF FUNDS TO MADE AVAILABLE BY THE COMMONWEALTH OR STATE HIGHWAY DEPARTMENT FOR EXPENDITURE, ESTIMATED TO TOTAL \$152,698, FOR WORK ON TOWN ROADS, SUBJECT TO CONDITIONS DETAILED BY THE MASSACHUSETTS HIGHWAY DEPARTMENT, PURSUANT TO CHAPTER 30, SECTION 39M; CHAPTER 149, SECTION 44J; CHAPTER 149, SECTION 26-27F; SAID WORK TO CONFORM TO THE REQUIREMENTS OF THE MASSACHUSETTS HIGHWAY DEPARTMENT.

Article 4 Motion was moved by Katherine Mansfield, Finance and Advisory Committee that the town votes to approve the Article 4 motion in the form as presented on Power Point at Town Meeting.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 4 passed unanimously.

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid, Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 5: Cemetery and Other Trust Funds**

To accept the Cemetery and other Trust Funds received in FY 2013, as printed in Part I of the Town Report, and on file with the Town Clerk.

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*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

**THE FINANCE AND ADVISORY COMMITTEE MOVES THAT THE TOWN VOTE TO  
ACCEPT THE CEMETERY AND OTHER TRUST FUNDS RECEIVED IN FY 2013, AS  
PRINTED IN PART I OF THE TOWN REPORT, AND ON FILE WITH THE TOWN CLERK.**

Article 5 Motion was moved by Richard Quinn, Finance and Advisory Committee that the town votes to approve the Article 5 motion in the form as presented on Power Point at Town Meeting.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 5 passed unanimously.

**ATTEST:**

Trudy L. Reid  
Town Clerk

**TOWN OF WENHAM  
TRUST FUND REPORT  
JULY 1, 2012 - JUNE 30, 2013**

NAME OF FUND	ORIGINAL ENDOWMENT	BALANCE 7/1/12	INTEREST EARNED	OTHER INCOME	EXPENDED	BALANCE 6/30/13
<b>Cemetery Flower Funds</b>						
Abbott Fund	200.00	228.87	1.56			230.43
George Badger Fund	100.00	105.24	0.72			105.96
Batchelder Fund	400.00	463.87	3.23		15.00	452.10
Becker Fund	1,000.00	1,245.44	8.51		7.50	1,246.45
Lloyd Brooks Fund	200.00	226.02	1.59		11.25	216.36
John D. Cannon Fund	175.00	178.37	1.20		3.75	175.82
Frank Corning Fund	200.00	205.80	1.45		7.25	200.00
D'Ambrosio Fund	200.00	284.57	1.93			286.50
Elizabeth Dodge Fund	200.00	205.80	1.45		7.25	200.00
Philip Ellwood Dodge Fund	200.00	205.83	1.45		7.28	200.00
Margaret R. Dudley Fund	200.00	201.80	1.45		3.25	200.00
Mercy Featherstone Fund	425.00	503.50	3.46		7.50	499.46
Goodridge & Larabee Fund	200.00	205.80	1.45		7.25	200.00
Earle E. Johnson Fund	200.00	205.81	1.45		7.26	200.00
Col. Henry F. Kent Fund	200.00	205.80	1.45		7.25	200.00
George Kilham Fund	200.00	201.78	1.42		3.20	200.00
William E. Ludden Fund	200.00	239.75	1.69		7.50	233.94
Lena Peck Fund	225.00	257.76	1.81		11.25	248.32
A & M Perkins Fund	200.00	211.34	1.47		11.25	201.56
Edward A. Perkins Fund	200.00	263.13	1.84		11.25	253.72
Ruth D. Perkins Fund	500.00	766.40	5.28		11.25	760.43
John H. Rice Fund	100.00	103.77	0.75		4.52	100.00
Ralph M. Smith Fund	200.00	277.58	1.93		7.50	272.01
Elbridge Stanley Fund	200.00	211.27	1.48		7.50	205.25
Ethel B. Wentworth Fund	200.00	267.73	1.89		11.25	258.37
Walter C. Ober Fund	400.00	507.04	3.53		15.00	495.57
Almont & Eleanor Elwell Fund	200.00	205.60	1.45		7.05	200.00
A & E Cosh Fund	500.00	659.24	4.51		7.50	656.25
Dorothy Pulsifer Fund	500.00	662.25	4.54		7.50	659.29
<b>General Cemetery Funds</b>						
David O. Allen Fund	475.00	1,377.28	9.70		55.31	1,331.67
Hattie L. Batchelder Fund	596.68	1,463.00	10.27		55.31	1,417.96
JH & ML Perkins Fund	1,000.00	2,030.49	14.12		55.31	1,989.30
Ethel B. Wentworth Fund	1,000.00	1,659.45	11.58		55.32	1,615.71
<b>General Charity Funds</b>						
John K. Dodge Fund	500.00	513.26	3.49			516.75
Mary E. Perkins Fund	3,000.00	3,069.46	20.81			3,090.27
Ralph M. Smith Fund	34,000.00	34,777.02	235.83			35,012.85
Elizabeth P. Tilton Fund	3,000.00	3,069.46	20.81			3,090.27
Benjamin F. Young Fund	1,620.00	1,658.75	11.25			1,670.00
<b>Library Memorial Funds</b>						
Louise E. Brown Library Fund	66,108.65	66,867.97	457.10		427.71	66,897.36
Charles W. & Marjorie Davis Library Fund	4,780.00	6,548.58	44.44		949.00	5,644.02
Judson W. Dodge Library Fund	500.00	1,608.80	10.92			1,619.72
Edwin P. Hawkins Library Fund	100.00	509.67	3.47		202.08	311.06
Nielson Library Fund	3,000.00	6,915.68	46.88			6,962.56
Dorothy Jones Library Fund	42.37	88.47	0.61			89.08
Francis Dolan Library Fund	260.36	532.69	3.60			536.29
Bernice H. Mersereau Library Fund	1,163.64	2,341.68	15.90			2,357.58
Leon W. Bishop Library Fund	1,164.97	1,437.23	9.73			1,446.96
Dodge Library Fund	1,808.95	3,630.90	24.61			3,655.51
John Harnett Jr. Library Fund	2,430.15	4,869.52	33.02		391.24	4,511.30
Justin Allen Library Fund	1,164.12	1,199.97	8.13			1,208.10
John F. & Ann Neary Library Fund	2,871.45	3,270.13	22.18			3,292.31
Priscilla Johnson Library Fund	540.00	853.96	5.79			859.75
Anita Bruyere Library Fund	490.00	981.72	6.66			988.38
Dr. Donald Conwell Library Fund	3,570.00	5,036.96	34.18		364.65	4,706.49
Katlyn MacCready Bird Educ'l Library Fund	9,248.68	12,138.16	82.35		1,027.40	11,193.11
Marion K. Wilks Library Fund	2,490.00	3,349.90	22.71			3,372.61
James Hompe Memorial Library Fund	940.00	1,986.47	13.45			1,999.92
Percival & Elinor G. Whipple Library Fund	9,490.00	14,678.88	108.91		5,076.04	9,711.75
Newalt Rose A. Richards Mem'l Library Trust	2,935.00	3,675.11	24.93			3,700.04
Eleanor H. Belton Mem'l Library Trust	1,100.00	1,919.49	13.00			1,932.49
Elizabeth L. Beckett Mem'l Library Trust Fund	975.00	1,379.59	9.34			1,388.93
Katherine Duffy Library Trust Fund	143,601.69	149,613.14	1,015.17		3,000.00	147,628.31
Susan D Lillie Library Trust Fund	59,790.00	60,496.59	416.60		152.10	60,761.09
Rae Scott Memorial Trust	12,000.00	12,382.48	83.96			12,466.44
Wilma M. Keppie Trust Agreement	10,000.00	24,581.24	166.73		1,970.00	22,777.97



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 6: CPA Appropriations**

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation budget; to appropriate from the Community Preservation Fund a sum of money to meet the necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2014; and to approve the appropriation to expend or set aside the following amounts as recommended by the Community Preservation Committee: A sum of money for the acquisition, creation and preservation of open space; a sum of money for recreational use; a sum of money for the preservation of historic resources; and a sum of money for the creation, preservation and support of community housing, or take any other action relative thereto.

*The Finance and Advisory Committee recommends favorable action.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

**THE COMMITTEE PRESERVATION COMMITTEE MOVES THAT:**

**A. THE TOWN VOTE TO APPROVE THE FOLLOWING TRANSFERS OF CPA FUNDS:**

- 1. THE SUM OF \$144,000 FROM THE "ESTIMATED FY 2014 CPA REVENUE" TRANSFERRED AS FOLLOWS: \$48,000 TO THE "FUND BALANCE RESERVED FOR HISTORIC RESOURCES", \$48,000 TO THE "FUND BALANCE RESERVED FOR OPEN SPACE", AND \$48,000 TO THE "FUND BALANCE RESERVED FOR COMMUNITY HOUSING", FOR THE PURPOSE OF RESERVING A MINIMUM OF 10% OF THE TOTAL FY 2014 CPA REVENUE IN THE AFOREMENTIONED RESERVES;**





**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 6: CPA Appropriations (Cont'd)**

2. THE SUM OF \$150,000 FROM THE "ESTIMATED FY 2014 CPA REVENUE" TRANSFERRED TO THE "FUND BALANCE FOR HISTORIC RESOURCES" FOR THE PURPOSE OF FUNDING HISTORIC RESOURCE EXPENDITURES;
3. THE SUM OF \$125,577 TO BE TRANSFERRED FROM THE "ESTIMATED FY 2014 CPA REVENUE" TO THE CPA BUDGETARY RESERVE; AND

---

**B. THE TOWN VOTES FOR FISCAL YEAR 2014 THE FOLLOWING SUMS TO BE EXPENDED FROM THE INDICATED CPA SOURCES FOR THE FOLLOWING PURPOSES:**

1. THE SUM OF \$10,000 FOR THE PURPOSE OF PRESERVING TOWN RECORDS THAT ARE PRE-1962...THE FUNDS TO BE TRANSFERRED FROM ESTIMATED FY 2014 CPA REVENUES
2. THE SUM OF \$168,415 FOR THE PURPOSE OF PAYING DEBT SERVICE FOR FY 2014 ON THE \$2,151,421 SUPPLEMENTAL BORROWING UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 44 AND 44B FOR THE REHABILITATION OF THE 153 YEAR OLD WENHAM TOWN HALL BUILDING LOCATED AT 138 MAIN STREET IN ACCORDANCE WITH THE PLANS DEVELOPED AND ADMINSTRATED BY THE WENHAM TOWN HALL AND POLICE STATION BUILDING COMMITTEE, THE FUNDS TO BE TRANSFERRED FROM THE FUND BALANCE RESERVED FOR HISTORIC RESOURCES.



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 6: CPA Appropriations (Cont'd)**

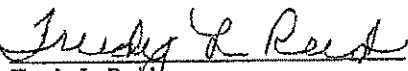
3. THE SUM OF \$20,000 FOR THE PURPOSE OF HISTORIC PRESERVATION OF THE COMMUNITY HOUSE'S CUPOLA AND ROOF. THE FUNDS TO BE TRANSFERRED FROM ESTIMATED FY 2014 CPA REVENUES.
4. THE SUM OF \$10,000 FOR THE PURPOSE OF RECREATION TO PURCHASE LANDSCAPING MATERIALS FOR THE WAR MEMORIAL...THE FUNDS TO BE TRANSFERRED FROM ESTIMATED FY 2014 CPA REVENUES.
5. THE SUM OF \$6,000 FOR THE PURPOSE OF ADMINISTRATIVE EXPENSES FOR USE BY THE COMMUNITY PRESERVATION COMMITTEE...THE FUNDS TO BE TRANSFERRED FROM ESTIMATED FY 2014 CPA REVENUES.

Article 6 Motion was moved by Gregory Heppner, Chair of Community Preservation Committee that the town votes to approve the Article 6 motion in the form as presented on Power Point at Town Meeting. Mr. Moderator suggested all grants be voted together as one vote unless someone felt they should be separated. No objections for one vote from the audience. At the request of a resident, Moderator Weaver also gave a brief description of the motion for those that could not see the screen.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 6 passed favorably, with one in opposition.

ATTEST:

  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 7: Conversion of Town Clerk to an Appointed Town Office**

To see if the Town will vote, pursuant to MGL Chapter 41, Section 1B, to make the office of Town Clerk a position appointed by the Board of Selectmen, provided that approval of this article is accepted by vote of a majority of the voters at the 2013 Annual Town Election on April 11, 2013, on the following ballot question: Shall the town vote to have its elected Town Clerk become an appointed office of the town? Yes \_\_\_ No \_\_\_.

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*The Finance and Advisory Committee position is not required.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

**THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO COMMIT ARTICLE 7  
BACK TO THE TOWN GOVERNMENT STUDY COMMITTEE, FOR A FURTHER REPORT  
AT FUTURE SPECIAL OR ANNUAL TOWN MEETING.**

Article 7 motion was moved by Molly Martins, Chair of Board of Selectman to commit Article 7 back to the Town Government Study Committee for further report at a future special or annual town meeting.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 7 passed over unanimously. The Moderator asked that all questions / comments be saved until after the brief presentation by Eric Lustig, Chairman of the Government Study Committee.

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 8: Conversion of Tree Warden to an Appointed Town Office**

To see if the Town will vote, pursuant to MGL Chapter 41, Section 1B, to make the office of Tree Warden a position appointed by the Board of Selectmen, provided that approval of this article is accepted by vote of a majority of the voters at the 2013 Annual Town Election on April 11, 2013, on the following ballot question: Shall the town vote to have its elected Tree Warden become an appointed office of the town? Yes \_\_\_ No \_\_\_.

*The Finance and Advisory Committee position is not required.  
The Board of Selectmen recommends favorable action.*

**MOTION: [MAJORITY VOTE REQUIRED]**

**THE BOARD OF SELECTMEN MOVES THAT THE TOWN VOTE TO COMMIT ARTICLE 8  
BACK TO THE TOWN GOVERNMENT STUDY COMMITTEE, FOR A FURTHER REPORT  
AT FUTURE SPECIAL OR ANNUAL TOWN MEETING.**

Article 8 motion was moved by Molly Martins, Chair of Board of Selectman to commit Article 8 back to the Town Government Study Committee for further report at a future special or annual town meeting.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 8 passed over unanimously.

Government Study Committee Chair Eric Lustig gave a brief presentation on the workings of the group over the last 18 months. At his completion, several residents spok in favor of keeping the Town Clerk's position elected.

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid, Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Annual Town Meeting  
Saturday, April 6, 2013**

**CERTIFICATION OF VOTE**

**ARTICLE 9: Town Clerk – Term Length – Citizen's Petition**

To see if the Town of Wenham will vote to change the length of term for position of Town Clerk, from one year to three years, effective with the Annual Town Election, April 2014.

*The Finance and Advisory Committee position is not required.  
The Board of Selectmen will offer a recommendation at Town Meeting.*

**MOTION: [MAJORITY VOTE REQUIRED]**

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**MOTION, IF ANY, TO BE PROVIDED BY THE PETITIONER.**

Motion read by Tom Tanous - To see if the Town of Wenham will vote to change the length of term of position for Town Clerk, from one year to three years, effective with the Annual Town Election, April 2014.

Total Voters: 2,871  
Quorum: 5% = 144  
Voter Cards

By a show of voter cards, Moderator Paul Weaver declared Article 9 passed favorably 5 to 1, with several in opposition.

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid  
Town Clerk



TOWN OF WENHAM  
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

Annual Town Meeting  
Saturday, April 6, 2013

CERTIFICATION OF VOTE

**ARTICLE 10: Election of Town Officers**

Moderator, one year term; Town Clerk, one year term; Selectman, one position, three year term; Assessor, one position, three year term; Tree Warden, one position, one year term; Planning Board, one position, five year term; Board of Health, one position, three year term; Cemetery Commissioner, one position, three year term; one position for one year-to fill an unexpired term; Water Commissioner, one position, three year term; Hamilton Wenham Regional Library Trustee, one Wenham position, three year term, Wenham Housing Authority, one position, five year term; and three Hamilton Wenham School Committee members for three years or take any other action relative thereto.

Annual Town Election was held Thursday, April 11, 2013. Polling hours were 7:00 AM – 8:00 PM, held at the Wenham Town Hall. Following are the results from this election:

Moderator

Paul Weaver - 689

Town Clerk

Trudy Reid - 755

Selectman

Jack Wilhelm - 578

Assessor

Thomas Tanous - 661

Planning Board

David Geikie - 664

Tree Warden

Win Mulry - 681

Board of Health

Andrew Ting - 672

Question: Yes - 450 / No - 237

Cemetery Commissioner (3-year)

Richard Caves - 669

Cemetery Commissioner (Unexpired Term)

Michelle Bailey - 638

Water Commissioner

Ernest Ashley - 675

Wenham Housing Authority

Write - Ins - 87 (48 / Don Luxton - winner)

Hamilton-Wenham Library Trustee

Doris Gallant - 708

H-W Regional School District

Jeanise Bertrand - 344

Deborah Evans - 665

Melissa Moore - 511

ATTEST:

*Trudy Reid*  
Trudy Reid, Town Clerk



## TOWN OF WENHAM

MASSACHUSETTS 01984

### OFFICE OF THE TOWN CLERK

The following is a certified copy of the vote of the H-W Regional School District Committee taken at the Town of Wenham Annual Town Election held on April 11, 2013 from 7:00 AM - 8:00 PM at the Wenham Town Hall. Total ballots cast were 859.

#### H-W Regional School District Committee

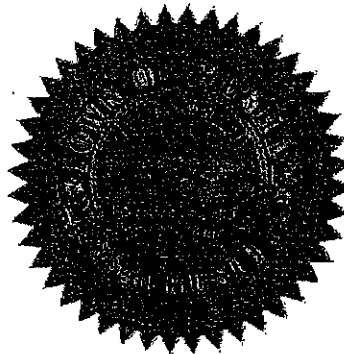
Vote for three - 3 year term

Blanks	694
Jeanise A. Bertrand	344
Richard L. Boroff	357
Deborah H. Evans	665
Melissa Even Moore	511
Write-ins	4

A TRUE COPY:      ATTEST:

*Trudy L. Reid*

Trudy L. Reid  
Town Clerk





**TOWN OF HAMILTON**  
**TOWN HALL**  
**HAMILTON, MASSACHUSETTS 01936**  
**978-468-5570**

April 12, 2013

The following is a certified copy of the vote of the H-W Regional School District Committee taken at the Town of Hamilton Annual Town Election held on April 11, 2013 from 7:00 AM until 8:00 PM at the Winthrop School with 856 ballots cast.

**H-W Regional School District Committee**

Vote for three for a three year term.

Blanks	550
Jeanise A. Bertrand	399
Richard L. Boroff	348
Deborah H. Evans	670
Melissa Even Moore	599
Write-ins	2

**A TRUE COPY:    ATTEST:**

*Jane M. Wetson*  
Jane M. Wetson, CMMC  
Town Clerk







## TOWN OF WENHAM

MASSACHUSETTS 01984

### OFFICE OF THE TOWN CLERK

#### CLOSING OF THE April 6, 2013 ANNUAL TOWN MEETING

At a duly posted Selectmen Meeting for May 7, 2013, at 8:06 PM, the Wenham Board of Selectmen asked Moderator Paul D. Weaver to reconvene the April 6, 2013 Annual Town Meeting.

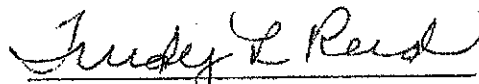
Present:       Selectmen Patrick Wilson, Selectman Kenneth Whittaker, and Selectman Jack Wilhelm  
                  Mark Andrews, Interim Town Administrator  
                  Paul D. Weaver, Moderator  
                  Trudy Reid, Town Clerk

Moderator Paul Weaver called the Annual Town Meeting back in session, and asked for a motion to be made in order to adjourn the Saturday, April 6, 2013 Annual Town Meeting. The motion was made by John Clemenzi and it was seconded by Selectman Patrick Wilson.

Moderator Paul Weaver indicated the Annual Election had taken place, and the results were known. He also indicated that no other business had come before town meeting.

The April 6, 2013 Annual Town Meeting was declared unanimously dissolved at 8:09 PM, on May 7, 2013.

ATTEST:

  
Trudy L. Reid  
Town Clerk



## TOWN OF WENHAM

MASSACHUSETTS 01984

OFFICE OF THE TOWN CLERK  
138 Main Street / Wenham, MA 01984  
978-468-5520 ext. 1 / [treid@wenhamma.gov](mailto:treid@wenhamma.gov)

### **PUBLIC NOTICE**

Ballots for the Tuesday, April 30, 2013 Special State Primary will be tested on Wednesday, April 24, 2013 at 1:00 PM. This testing will be done at Wenham Town Hall, Town Clerk's office.

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Observers welcome.

Trudy L. Reid  
Town Clerk

Copies to:    Republican Town Committee Chair  
                  Democratic Town Committee Chair

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

SS.

To the Constables of the Town of Wenham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the Special State Primary to vote at:

Precinct One, Wenham Town Hall  
On TUESDAY, THE THIRTIETH DAY OF APRIL 2013, from 7:00 AM to 8:00 PM  
for the following purpose:

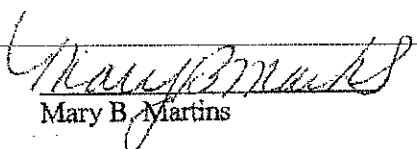
To cast their votes in the Special State Primary for the candidates of political parties for the following office:

SENATOR IN CONGRESS

FOR THIS COMMONWEALTH

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 2<sup>nd</sup> day of April, 2013

  
Mary B. Martins

  
Patrick A. Wilson

  
Kenneth F. Whittaker

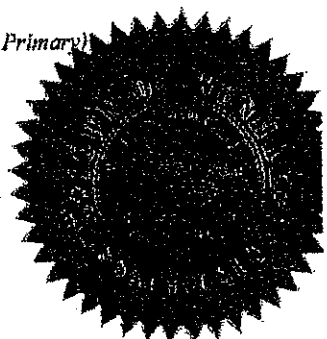
Selectman for the TOWN OF WENHAM

And you are hereby directed to serve this warrant by posting attested copies thereof: one at the Wenham Post Office; one at the Wenham Town Hall; one at the Wenham Senior Center and one at the Hamilton-Wenham Public Library at least seven days prior to the meeting aforesaid.

"In pursuance of the above written warrant I have this 15<sup>TH</sup> day of APRIL, 2013, posted the warrant"

  
Constable

Warrant must be posted by April 23, 2013, (at least seven days prior to the April 30, 2013 State Primary)



**SPECIAL STATE ELECTION - Official**

**April 30, 2013**

**Town of Wenham**

**Democratic Party**

Blanks - 2

Stephen F. Lynch - 58

Edward J. Markey - 212

Write-Ins - 0

**Republican Party**

Blanks - 0

Gabriel E. Gomez - 126

Michael J. Sullivan - 60

Daniel B. Winslow - 42

Write-Ins - 0

Total Registered Voters - 2,865

Total Number of Voters - 500

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17.45 % Voter Turnout



**TOWN OF WENHAM**  
MASSACHUSETTS 01984

OFFICE OF THE TOWN CLERK  
138 Main Street / Wenham, MA 01984  
978-468-5520 ext. 1 / [treid@wenhamma.gov](mailto:treid@wenhamma.gov)

**PUBLIC NOTICE**

Ballots for the Tuesday, June 25, 2013 Special State Election will be tested on Thursday, June 20, 2013 at 11:00 AM. This testing will be done at Wenham Town Hall, Town Clerk's office.

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Observers welcome.

Trudy L. Reid  
Town Clerk

Copies to:    Republican Town Committee Chair  
                  Democratic Town Committee Chair

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

SS.

To either of the Constables of the of Town of Wenham

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in the Special State Election to vote at

Precinct One, Wenham Town Hall  
On TUESDAY, THE TWENTY-FIFTH OF JUNE, 2013, from  
7:00 A.M. to 8:00 P.M. for the following purpose:

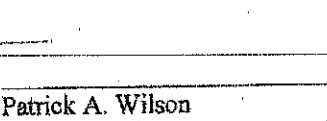
To cast their votes in the Special State Election for the candidates for the following office:

SENATOR IN CONGRESS. . . . FOR THIS COMMONWEALTH

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 4<sup>th</sup> day of June, 2013.

  
Kenneth F. Whittaker

  
Patrick A. Wilson

  
John O. Wilhelm, Jr.

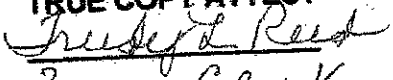
Selectman for the Town of Wenham

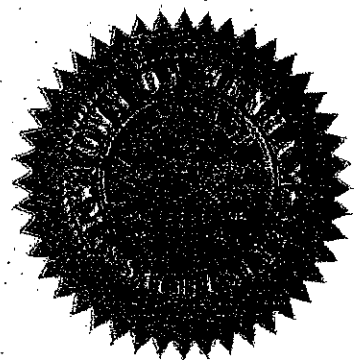
And you are hereby directed to serve this warrant by posting attested copies thereof: one at the Wenham Post Office; one at the Wenham Town Hall; one at the Wenham Senior Center and one at the Hamilton-Wenham Public Library at least seven days prior to the meeting aforesaid.

In pursuance of the above written warrant I have this 7<sup>th</sup> day of June, 2013 posted the warrant.

  
Constable

TRUE COPY ATTEST

  
Town Clerk



Warrant must be posted no later than June 18<sup>th</sup> (seven days prior to June 25, 2013.)

**Special State Election Results – June 25, 2013 - Official**  
**Wenham, MA**

**SENATOR IN CONGRESS**

Gabriel E. Gomez -	545
Edward J. Markley -	409
Richard A Heos -	3
Blanks -	2
	959
Registered Voters =	2856
	33.6%

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**WARRANT FOR THE SPECIAL TOWN MEETING  
WENHAM, MASSACHUSETTS  
November 5, 2013**

Essex, ss.

To either of the Constables of Wenham, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote in the election and Town affairs to meet in the Perkins Auditorium in the Bessie Buker School in said Town on Tuesday, the fifth of November 2013, at seven-thirty in the evening (7:30 pm), then and there to act on the following articles.

**ARTICLE 1: Unpaid Obligations from Prior Fiscal Years**

To see if the Town will vote to approve the sum of \$1,851.00 as required to pay prior fiscal year's bills; and to raise this appropriation, the Town will vote to transfer the sum of \$1,851.00 from Town Hall Expense (Account #01-160-5200-0000);

Or take any action related thereto.

*Commentary: This article seeks payment for four FY 2013 bills that were not submitted before the year-end close for payment.*

**Formal Motion:** *I/We move that the Town vote to approve the sum of \$1,851.00 as required to pay prior fiscal year's bills; and to raise this appropriation, the Town will vote to transfer the sum of \$1,851.00 from Town Hall Expense (Account #01-160-5200-0000)*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a 9/10ths vote per MGL Chapter 44, Section 64

**ARTICLE 2: Emergency Communications Center (FY 2014) – Budget Reduction**

To see if the Town will vote to reduce the Town of Wenham FY 2014 Budget appropriation Emergency Communications Center –Expense (Account #01-299-5200-0000), approved by the affirmative vote of Article 1, at the April 6, 2013 Spring Annual Town Meeting by \$79,267.00; for the purpose of leveling the tax rate;

Or take any other action related thereto.



**Commentary:** The Town originally budgeted its' share of the new Essex Regional Emergency Communications Center annual costs as an operational expense in the FY 2014 Town Budget. On September 26, 2013, the Town's cherry sheet distribution estimates were revised, to include this cost as an assessment that would be deducted before cherry sheet revenue was distributed, therefore eliminating the need for a budgeted appropriation. As a result of this action, the Town's overall forecast revenue will be reduced, as will its' expenses, resulting in no overall net change to the FY 2014 anticipated tax rate.

**Formal Motion:** I/We move that the Town vote to reduce the Town of Wenham FY 2014 Budget appropriation Emergency Communications Center -Expense (Account #01-299-5200-0000), approved by the affirmative vote of Article 1, at the April 6, 2013 Spring Annual Town Meeting by \$79,267.00; for the purpose of leveling the tax rate.

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a simple majority

### **ARTICLE 3: Water Department (FY 2014) - System Improvements**

To see if the Town will vote to authorize the transfer of a sum of money, not to exceed \$12,055 from the Water Surplus Fund (Account #29-300-3560) to the Water Department Capital Budget (Account #01-450-5800-0000), within the current fiscal year starting July 1, 2013 and ending on June 30, 2014;

Or take any other action related thereto.

**Commentary:** The Water Department was required by Massachusetts Department of Environmental Protection to meet certain regulations relative to water chlorination in the Town of Wenham. An additional \$2,400 was needed for excavation and \$9,655 for engineering was necessary to complete the project. This Article moves \$12,055 from water reserves to water department and has no fiscal impact to the taxpayers.

**Formal Motion:** I/We move that the Town vote to authorize the transfer of a sum of money, not to exceed \$12,055 from the Water Surplus Fund (Account #29-300-3560) to the Water Department Capital Budget (Account #01-450-5800-0000), within the current fiscal year starting July 1, 2013 and ending on June 30, 2014.

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a simple majority

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#### **ARTICLE 4: Transfer from Assessors Overlay**

To see if the Town will vote to authorize the transfer of the sum of \$27,467.00, from the 2012 Assessors Overlay account (Account #01-100-1220-2012) to the 2009 Assessors Overlay (Account #01-100-1220-2009) within the current fiscal year starting July 1, 2013 and ending on June 30, 2014, for the purpose of funding a lawful deficit incurred within said account, due to an abatement required by a successful appeal regarding the FY 2009 taxation of telephone poles and wires over public ways.

Or take any other action related thereto.

*Commentary: On March 12, 2012, the Appeals Court overruled an Appellate Tax Board decision that poles and wires owned by a telephone corporation and located over public ways were subject to taxation. As a result, the collected FY 2009 taxes had to be refunded, creating a deficit in the overlay account for that fiscal year. Transferring the amount from another fiscal year's overlay account will offset the 2009 account deficit without raising taxation on the FY 2014 Tax Recapitulation Sheet.*

**Formal Motion:** *I/We move that the Town vote to authorize the transfer of the sum of \$27,467.00, from the 2012 Assessors Overlay account (Account #01-100-1220-2012) to the 2009 Assessors Overlay (Account #01-100-1220-2009) within the current fiscal year starting July 1, 2013 and ending on June 30, 2014, for the purpose of funding a lawful deficit incurred within said account, due to an abatement required by a successful appeal regarding the FY 2009 taxation of telephone poles and wires over public ways.*

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**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a simple majority

#### **ARTICLE 5: Buker School Heating System Project (MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

**Commentary:** *To be provided at Town Meeting*

---

**Formal Motion:** *I/We move that the Town hereby approves the \$600,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.*

---

**Floor Motion:** *I/We move that the Town vote to approve the formal motion for Article #5 as printed in the warrant.*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a 2/3rds majority, followed by majority vote at a special election

#### **ARTICLE 6: Winthrop School Heating System and Windows Project (MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program

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based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

*Commentary: To be provided at Town Meeting*

**Formal Motion:** *I/We Move that the Town hereby approves the \$1,150,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.*

**Floor Motion:** *I/We move that the Town vote to approve the formal motion for Article #6 as printed in the warrant.*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote needed:** Requires a 2/3rds majority, followed by majority vote at a special election.

---

**Article 7: Winthrop School Heating Distribution System Project (Non-MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of a heating distribution system at the Winthrop Elementary School, including the payment of all costs incidental or related thereto, or take any other action relative thereto.

*Commentary: To be provided at Town Meeting*

**Formal Motion:** *I/We move that the Town hereby approves the \$875,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the heating distribution system at the Winthrop Elementary School, including the payment of all costs incidental or related thereto; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).*

**Floor Motion:** *I/We move that the Town vote to approve the formal motion for Article #7 as printed in the warrant.*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Recommendation will be given at Town Meeting.

**Vote needed:** Requires a 2/3rds majority; followed by majority vote at a special election.

**ARTICLE 8: Buker School Fire Suppression System Project (Non-MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the fire suppression system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto, or take any other action relative thereto.

*Commentary: To be provided at Town Meeting*

**Formal Motion:** *Move that the Town hereby approves the \$500,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the fire suppression system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).*

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**Floor Motion:** *I/We move that the Town vote to approve the formal motion for Article #8 as printed in the warrant.*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Recommendation will be given at Town Meeting.

**Vote needed:** Requires a 2/3rds majority; followed by majority vote at a special election.

### **ARTICLE 9: Animal Control Bylaw**

To see if the Town will vote to amend its General Bylaws by deleting Chapter XVIII, "Animal Control Officer Fees", in its entirety, and revising Chapter XXIII, "Canine Control Bylaw", by deleting its present terms entirely and replacing it with a new Chapter XXIII as follows:

#### **"CHAPTER XXIII. ANIMAL CONTROL BYLAW"**

##### **A. Administration**

Section 1: The Board of Selectmen shall annually appoint an Animal Control Officer who shall be responsible for the enforcement of this bylaw and the General Laws relating to the regulation of animals.

Section 2: For purposes of this bylaw and Massachusetts General Laws, Chapter 140, section 157, the Board of Selectmen shall be the Hearing Authority.

##### **B. Animal Control**

Section 1: The provisions of M.G.L. c.140 applicable to animal licensing and tagging are hereby incorporated herein.

Section 2: The fee to license an intact male or female dog will be \$15.00. The fee to license a spayed female or neutered male dog will be \$10.00. Personal kennels for four dogs will be \$50.00, five to ten dogs \$100.00, and more than ten dogs \$150.00. The fee to license a commercial kennel will be \$200.00, provided that no commercial kennel license shall be issued or renewed until the Animal Control Officer has inspected and approved the premises. No fee is imposed for domestic charitable corporation kennel licenses operated exclusively to protect animals from cruelty, neglect, abuse, or for relief from suffering.

Section 3: In addition to the license fees required by Section 1, there shall be assessed a late charge of twenty-five dollars (\$25.00) with respect to any dog that is not licensed before January 31st of each year.

Section 4: No dog collected under the provisions of this Bylaw, or the provisions of Massachusetts General Laws, Chapter 140, as amended, shall be released unless it has been licensed as required by this Chapter.

Section 5: The owner or keeper of a dog found in violation of this Bylaw or the provisions of Massachusetts General Laws, Chapter 140, as amended, which has been impounded, shall pay fees equal to the expenses incurred by the Town for the collection, initial handling, and daily care (if applicable) of such dogs. These fees shall be established by the Board of Selectmen, in accordance with Massachusetts General Laws, Chapter 140, as amended.

Section 6: No dog may be allowed to run free in public parks, schoolyards, recreation areas, or cemeteries.

Section 7: Any person may make a written complaint to the selectmen that any dog owned or kept within the Town is a Nuisance Dog or a Dangerous Dog, as those terms are defined in M.G.L. Chapter 140, Section 157. The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination under oath of the complainant at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog, and the Animal Control Officer shall make such order concerning the restraint or disposal of such dog as provided in M.G.L. c.140, Section 157. Violations of such orders shall be subject to the enforcement provisions of M.G.L. Chapter 140, Section 157 and 157A, which, upon conviction, may include: for a first offense, a fine of not more than \$500 or imprisonment for not more than 60 days in a jail or house of correction, or both, and for a second or subsequent offense by a fine of not more than \$1,000 or imprisonment for not more than 90 days in a jail or house of correction.

Section 8: In accordance with M.G.L. Chapter 140, Section 173A, and General Law Chapter 40, Section 21D, Non-Criminal Disposition Fines, may be used to enforce this bylaw. The Animal Control Officer, any police officer or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, per dog, shall be as follows:

First offense: Written warning, no fine

Second offense: \$25.00

Third offense: \$50.00

Subsequent offenses: \$ 100.00"

Or take any action relative thereto.

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**COMMENTARY:** *In 2012, the Legislature adopted a comprehensive revision of the statutes in Chapter 140 relating to the licensing and control of dogs and domestic animals generally. Prior to this revision, state law was vague and inconsistent, with the result that towns like Wenham had to adopt piecemeal local bylaws to establish direction on these matters. Wenham currently has two bylaws, XVII Animal Control Officer Fees, and XXIII Canine Control that are mutually inconsistent in some provisions, and no longer in compliance with state law, which now precludes local bylaws that are inconsistent with C 140. Local bylaws are permitted to establish the license fees and fines applicable in a town. Article 10 proposes that the Town vote to amend our Bylaws to establish fees and fines in Wenham, and otherwise conform to the new state law.*

**Formal Motion:** *I/We move that the Town vote to amend its General Bylaws by deleting Chapter XVIII, "Animal Control Officer Fees", in its entirety, and revising Chapter XXIII, "Canine Control Bylaw", by deleting its present terms entirely and replacing it with a new Chapter XXIII as printed in the Warrant.*

**Recommendation of the Finance and Advisory Committee:** Recommendation will be given at Town Meeting.

**Recommendation of the Board of Selectmen:** Favorable Action (2-0-0)

**Vote Needed:** Requires a simple majority

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And you are hereby directed to serve this warrant by posting attested copies thereof: one at Town Hall and H-W Library; one at the Senior Center and the Bulletin Board outside the Wenham Post Office fourteen days at least before the time of the meeting aforesaid.

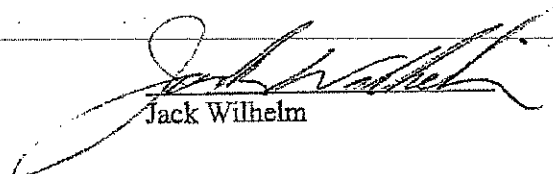
THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the meeting aforesaid.

Given under our hands this 15 day of October 2013

Kenneth F. Whittaker



Patrick A. Wilson

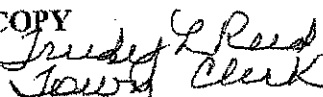
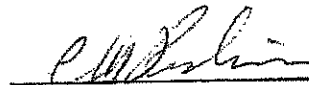


Jack Wilhelm

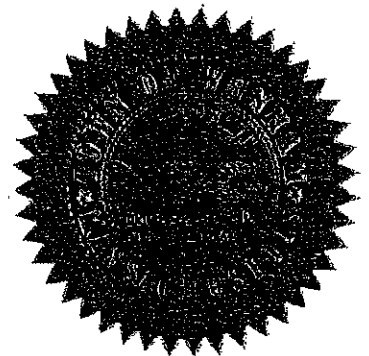
"In pursuance of the above written warrant I have this 18<sup>TH</sup> day of October 2013, posted the attested copies thereof as directed therein."

A TRUE COPY

ATTEST:

  
Audrey L. Reed  
Town Clerk  
Constable of the Town of Wenham

Date 10/18/13





**TOWN OF WENHAM**  
**MASSACHUSETTS**

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**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING**

**Tuesday, November 5, 2013**

**7:30 PM**

**PERKINS AUDITORIUM, BUKER SCHOOL**

Officials attending: Board of Selectmen: Kenneth Whittaker (Chair), Patrick Wilson, and Jack Wilhelm.  
Finance Advisory Committee: Michael Lucy (Chair), Hillard Ebling, Richard Quim, Jeff Fotta, and Kathryn Mansfield. Also attending was Town Clerk Trudy Reid, Town Administrator Mark Andrews and Finance Director David Genereux.

Check in tellers for the Town Meeting were Susan Herrick and Roseann Brozenski.  
The floor tellers were: Paul Mendonca, Don Luxton, Catherine Tinsley, and Michelle Bailey.

The quorum was set at 57 voters. (2% of the last Annual Town Meeting Registered Voters.) In attendance were 67 registered voters.

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Registered Voters: 2,871

After receiving confirmation the quorum had been met, Moderator Paul Weaver started the meeting at 7:35 PM by introducing the warrant and confirmed with Town Clerk that it had been posted in accordance with MA General Laws...and it was confirmed it had been. The Moderator explained the first four articles were housekeeping, Articles 5 – 8 were school related, and Article 9 was a change to a general bylaw.

After a brief meeting, the Moderator adjourned the meeting at 8:35 pm until after the ballot vote on the two approved school capital bond-borrowing requests.



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 1: Unpaid Obligations from Prior Fiscal Years**

To see if the town will vote to approve the sum of \$1,851.00 as required to pay prior fiscal year's bills; and to raise this appropriation, the Town will vote to transfer the sum of \$1,851.00 from Town Hall Expense (Account #01-160-5200-0000); or take any action related thereto.

Formal Motion: I/We move that the Town vote to approve the sum of \$1,851.00 as required to pay prior fiscal year's bills; and to raise this appropriation, the Town will vote to transfer the sum of \$1,851.00 from Town Hall Expense (Account #01-160-5200-0000)

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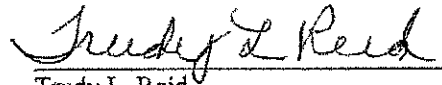
Recommendation of the Finance and Advisory Committee: Favorable Action (4-0-0)  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote Needed: Requires a 9/10<sup>th</sup>'s majority

Finance and Advisory Committee Jeff Fotta made the motion as set forth in the power point presentation.

By a show of voter cards, Moderator declared unanimously passed.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



TOWN OF WENHAM  
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

SPECIAL TOWN MEETING  
Tuesday, November 5, 2013

CERTIFICATION OF VOTE

Article 2: Emergency Communications Center (FY 2014) – Budget Reduction

To see if the Town will vote to reduce the Town of Wenham FY 2014 Budget appropriation Emergency Communications Center –Expense (Account #01-299-5200-0000), approved by the affirmative vote of Article 1, at the April 6, 2013 Spring Annual Town Meeting by \$79,267.00; for the purpose of leveling the tax rate; Or take any other action related thereto.

Formal Motion: I/We move that the Town vote to reduce the Town of Wenham FY 2014 Budget appropriation Emergency Communications Center –Expense (Account #01-299-5200-0000), approved by the affirmative vote of Article 1, at the April 6, 2013 Spring Annual Town Meeting by \$79,267.00; for the purpose of leveling the tax rate.

Recommendation of the Finance and Advisory Committee: Favorable Action (4-0-0)  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Requires a simple majority

Finance and Advisory Committee Kathryn Mansfield made the motion as set forth in the power point presentation

By a show of voter cards, Moderator declared unanimously passed.

ATTEST:

Trudy L. Reid  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Special Town Meeting  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 3: Water Department (FY 2014) – System Improvements**

To see if the Town will vote to authorize the transfer of a sum of money, not to exceed \$12,055 from the Water Surplus Fund (Account #29-300-3560) to the Water Department Capital Budget (Account #01-450-5800-0000), within the current fiscal year starting July 1, 2013 and ending on June 30, 2014;  
Or take any other action related thereto.

Formal Motion: I/We move that the Town vote to authorize the transfer of a sum of money, not to exceed \$12,055 from the Water Surplus Fund (Account #29-300-3560) to the Water Department Capital Budget (Account #01-450-5800-0000), within the current fiscal year starting July 1, 2013 and ending on June 30, 2014.

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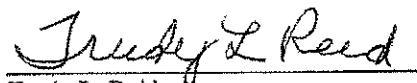
Recommendation of the Finance and Advisory Committee: Favorable Action (4-0-0)  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Requires a simple majority

Finance and Advisory Committee Richard Quinn made the motion as set forth in the power point presentation.

By a show of voter cards, the Moderator declared unanimously passed.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Special Town Meeting  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 4: Transfer from Assessors Overlay**

To see if the Town will vote to authorize the transfer of the sum of \$27,467.00, from the 2012 Assessors Overlay account (Account #01-100-1220-2012) to the 2009 Assessors Overlay (Account #01-100-1220-2009) within the current fiscal year starting July 1, 2013 and ending on June 30, 2014, for the purpose of funding a lawful deficit incurred within said account, due to an abatement required by a successful appeal regarding the FY 2009 taxation of telephone poles and wires over public ways. Or take any other action related thereto.

Formal Motion: I/We move that the Town vote to authorize the transfer of the sum of \$27,467.00, from the 2012 Assessors Overlay account (Account #01-100-1220-2012) to the 2009 Assessors Overlay (Account #01-100-1220-2009) within the current fiscal year starting July 1, 2013 and ending on June 30, 2014, for the purpose of funding a lawful deficit incurred within said account, due to an abatement required by a successful appeal regarding the FY 2009 taxation of telephone poles and wires over public ways.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

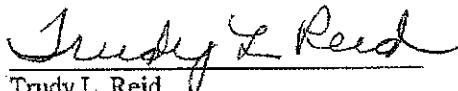
Vote needed: Requires a simple majority

Correction to the motion was made that the funds will be taken from the 2013 overlay account instead of the 2012 overlay account.

Finance and Advisory Committee Hillard Ebling made the motion as set forth in the power point presentation.

By a show of voter cards, the Moderator declared unanimously passed.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 5: Buker School Heating System Project (MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

**Formal Motion:** I/We move that the Town hereby approves the \$930,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Bessie Buker Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 5: Buker School Heating System Project (MSBA Aided Project) – Continued**

shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Floor Motion: I/We move that the Town vote to approve the formal motion for Article #5 as printed in the warrant.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting.  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Requires a 2/3rds majority, followed by majority vote at a special election

Superintendent Michael Harvey gave a brief presentation on the repairs needed under Articles 5 and 6. Since the Board of Selectman voted to support the borrowing for the schools, the Moderator called on Selectman Patrick Wilson who made the motion as set forth in the power point presentation.

By a show of voter cards, the Moderator declared 2/3 majority vote, with 1 vote in opposition.

**ATTEST:**

Trudy L. Reid  
Town Clerk





## TOWN OF WENHAM MASSACHUSETTS

### OFFICE OF THE TOWN CLERK

**SPECIAL TOWN MEETING**  
**Tuesday, November 5, 2013**

### **CERTIFICATION OF VOTE**

#### **Article 6: Winthrop School Heating System and Windows Project (MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA approved percentage of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, or take any other action relative thereto.

**Formal Motion:** I/We Move that the Town hereby approves the \$2,240,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the Winthrop Elementary School and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty-three percent (43 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of



**TOWN OF WENHAM  
MASSACHUSETTS**

OFFICE OF THE TOWN CLERK

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 6: Winthrop School Heating System and Windows Project (MSBA Aided Project) – Continued**

the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Floor Motion: I/We move that the Town vote to approve the formal motion for Article #6 as printed in the warrant.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting.  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Requires a 2/3rds majority, followed by majority vote at a special election.

Since the Board of Selectman voted to support the borrowing for the schools, the Moderator called on Selectman Jack Wilhelm who made the motion as set forth in the power point presentation.

By a show of voter cards, the Moderator declared 2/3 majority passed, with 2 votes in opposition.

**ATTEST:**

Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 7: Winthrop School Heating Distribution System Project (Non-MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of a heating distribution system at the Winthrop Elementary School, including the payment of all costs incidental or related thereto, or take any other action relative thereto.

Formal Motion: I/We move that the Town hereby approves the \$875,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the heating distribution system at the Winthrop Elementary School, including the payment of all costs incidental or related thereto; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).

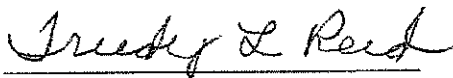
Floor Motion: I/We move that the Town vote to approve the formal motion for Article #7 as printed in the warrant.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting.  
Recommendation of the Board of Selectmen: Recommendation will be given at Town Meeting.

Vote needed: Requires a 2/3rds majority; followed by majority vote at a special election.

Moderator explained that this article was placed on the Warrant as a place holder at the request of the Regional School Committee. The School Committee will not be seeking additional funds for these repairs; therefore the Article was passed over without action.

**ATTEST:**

  
Trudy L. Reid  
Town Clerk



TOWN OF WENHAM  
MASSACHUSETTS

OFFICE OF THE TOWN CLERK

SPECIAL TOWN MEETING  
Tuesday, November 5, 2013

CERTIFICATION OF VOTE

**Article 8: Buker School Fire Suppression System Project (Non-MSBA Aided Project)**

To see if the Town will approve the borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the fire suppression system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto, or take any other action relative thereto.

Formal Motion: Move that the Town hereby approves the \$500,000 borrowing authorized by the Hamilton-Wenham Regional School District (the "District"), for the purpose of paying costs of the installation of the fire suppression system at the Bessie Buker Elementary School, including the payment of all costs incidental or related thereto; provided, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).

Floor Motion: I/We move that the Town vote to approve the formal motion for Article #8 as printed in the warrant.

Recommendation of the Finance and Advisory Committee: Recommendation will be given at Town Meeting.  
Recommendation of the Board of Selectmen: Recommendation will be given at Town Meeting.

Vote needed: Requires a 2/3rds majority; followed by majority vote at a special election.

Moderator explained that this article was placed on the Warrant as a place holder at the request of the Regional School Committee. The School Committee will not be seeking additional funds for these repairs; therefore the Article was passed over without action.

ATTEST:

*Trudy L. Reid*  
Trudy L. Reid  
Town Clerk



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**SPECIAL TOWN MEETING  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 9: Animal Control Bylaw**

To see if the Town will vote to amend its General Bylaws by deleting Chapter XVIII, "Animal Control Officer Fees", in its entirety, and revising Chapter XXIII, "Canine Control Bylaw", by deleting its present terms entirely and replacing it with a new Chapter XXIII:

**"CHAPTER XXIII. ANIMAL CONTROL BYLAW**

**A. Administration**

Section 1: The Board of Selectmen shall annually appoint an Animal Control Officer who shall be responsible for the enforcement of this bylaw and the General Laws relating to the regulation of animals.

Section 2: For purposes of this bylaw and Massachusetts General Laws, Chapter 140, section 157, the Board of Selectmen shall be the Hearing Authority.

**B. Animal Control**

Section 1: The provisions of M.G.L. c.140 applicable to animal licensing and tagging are hereby incorporated herein.

Section 2: The fee to license an intact male or female dog will be \$15.00. The fee to license a spayed female or neutered male dog will be \$10.00. Personal kennels for four dogs will be \$50.00, five to ten dogs \$100.00, and more than ten dogs \$150.00. The fee to license a commercial kennel will be \$200.00, provided that no commercial kennel license shall be issued or renewed until the Animal Control Officer has inspected and approved the premises. No fee is imposed for domestic charitable corporation kennel licenses operated exclusively to protect animals from cruelty, neglect, abuse, or for relief from suffering.

Section 3: In addition to the license fees required by Section 1, there shall be assessed a late charge of twenty-five dollars (\$25.00) with respect to any dog that is not licensed before January 31st of each year.

Section 4: No dog collected under the provisions of this Bylaw, or the provisions of Massachusetts General Laws, Chapter 140, as amended, shall be released unless it has been licensed as required by this Chapter.



## TOWN OF WENHAM MASSACHUSETTS

### OFFICE OF THE TOWN CLERK

**Special Town Meeting  
Tuesday, November 5, 2013**

#### **CERTIFICATION OF VOTE**

##### **Article 9: Animal Control Bylaw - Continued**

Section 5: The owner or keeper of a dog found in violation of this Bylaw or the provisions of Massachusetts General Laws, Chapter 140, as amended, which has been impounded, shall pay fees equal to the expenses incurred by the Town for the collection, initial handling, and daily care (if applicable) of such dogs. These fees shall be established by the Board of Selectmen, in accordance with Massachusetts General Laws, Chapter 140, as amended.

Section 6: No dog may be allowed to run free in public parks, schoolyards, recreation areas, or cemeteries.

Section 7: Any person may make a written complaint to the selectmen that any dog owned or kept within the Town is a Nuisance Dog or a Dangerous Dog, as those terms are defined in M.G.L. Chapter 140, Section 157. The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination under oath of the complainant at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog, and the Animal Control Officer shall make such order concerning the restraint or disposal of such dog as provided in M.G.L. c.140, Section 157. Violations of such orders shall be subject to the enforcement provisions of M.G.L. Chapter 140, Section 157 and 157A, which, upon conviction, may include: for a first offense, a fine of not more than \$500 or imprisonment for not more than 60 days in a jail or house of correction, or both, and for a second or subsequent offense by a fine of not more than \$1,000 or imprisonment for not more than 90 days in a jail or house of correction.

Section 8: In accordance with M.G.L. Chapter 140, Section 173A, and General Law Chapter 40, Section 21D, Non-Criminal Disposition Fines, may be used to enforce this bylaw. The Animal Control Officer, any police officer or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, per dog, shall be as follows:

First offense: Written warning, no fine

Second offense: \$25.00

Third offense: \$50.00

Subsequent offenses: \$ 100.00"

Or take any action relative thereto.



**TOWN OF WENHAM  
MASSACHUSETTS**

**OFFICE OF THE TOWN CLERK**

**Special Town Meeting  
Tuesday, November 5, 2013**

**CERTIFICATION OF VOTE**

**Article 9: Animal Control Bylaw - Continued**

Board of Selectmen Motion: Chair Ken Whittaker moved that the Town vote to amend its General Bylaws by deleting Chapter XVIII, "Animal Control Officer Fees", in its entirety, and revising Chapter XXIII, "Canine Control Bylaw", by deleting its present terms entirely and replacing it with a new Chapter XXIII as set forth in the power point presentation.

Recommendation of the Finance and Advisory Committee: Favorable Action (4-0-0)  
Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote Needed: Requires a simple majority

Resident Michelle Bailey made a motion to change Section 6 of the bylaw to read "No dog may be allowed to run free in public parks, school yards, or recreation areas. No dogs are allowed on the playing fields at Patton Park or the town cemeteries. No dogs are allowed on the beach at Pleasant Pond from May 1 to October 31. The motion was seconded.

There was some discussion as Town Counsel suggested this should be brought forth to the Board of Selectman as a policy change. Ken Whittaker, chair of the Board of Selectman also suggested there should be time allowed to discuss this change and recommended a no vote on the motion.

By a show of voter cards, the Moderator declared this motion not passed.

Resident Wendy Waller made a motion to change section 3 to read the fines for not registering your dog should be \$10.00 instead of \$25.00. The motion was seconded.

By a show of voter cards, the moderator declared opposition to the motion 2 to 1.

By a show of voter cards, Article 9 as written was passed by the Moderator declaring a comfortable majority vote, with 4 in opposition.

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid  
Town Clerk



MARTHA COAKLEY  
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL  
CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

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(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

November 25, 2013

Trudy L. Reid, Town Clerk  
Town of Wenham  
138 Main Street  
Wenham, MA 01984

RE: Wenham Special Town Meeting of November 5, 2013 - Case # 6974  
Warrant Article # 9 (General)

Dear Ms. Reid:

Article 9 - We approve the amendments to the Wenham by-laws adopted under Article 9 at the November 5, 2013 Special Town Meeting.

The amendments adopted under Article 9 delete Chapter XVIII, "Animal Control Officer Fees." The amendments also delete Chapter XXIII, "Canine Control Bylaw" and insert a new Chapter XXIII, "Animal Control Bylaw." On October 31, 2012, an *Act Further Regulating Animal Control* ("Animal Control Law") took effect in the Commonwealth. In light of the new Animal Control Law, we offer the following comments on the new Chapter XXIII.

Section 3 of the new Chapter XXIII authorizes the assessment of a \$25.00 late fee for any dog that is not licensed before January 31 of each year. We approve the \$25.00 late fee. However, a municipality may impose fees but it "has no independent power of taxation." *Silva v. City of Attleboro*, 454 Mass. 165, 169 (2009). In distinguishing valid fees from impermissible taxes, the Supreme Judicial Court has noted that fees tend to share the following common traits: (1) fees, unlike taxes, are charged in exchange for a particular governmental service which benefits the party paying the fee in a manner not shared by other members of society; (2) user fees (although not necessarily regulatory fees) are paid by choice, in that the party paying the fee has the option of not utilizing the governmental service and thereby avoiding the charge; and (3) fees are collected not to raise revenues but to compensate the governmental entity providing the services for its expenses. *See Silva*, 454 Mass. at 168 (citing *Emerson College v. City of Boston*, 391 Mass. 415, 424-25 (1984)). The Town may wish to consult with Town Counsel to ensure that the late fee authorized under Section 3 of Chapter XXIII constitutes a valid fee rather than an impermissible tax.



Note: Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date that these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were voted by Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,  
MARTHA COAKLEY  
ATTORNEY GENERAL

*Kelli E. Gunagan*

by: Kelli E. Gunagan, Assistant Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600

cc: Town Counsel Paul D. Weaver



## TOWN OF WENHAM

MASSACHUSETTS 01984

OFFICE OF THE TOWN CLERK  
138 Main Street / Wenham, MA 01984  
978-468-5520 ext. 1 / [treid@wenhamma.gov](mailto:treid@wenhamma.gov)

### PUBLIC NOTICE

December 10, 2013

Please be advised, effective January 1, 2014 a revised bylaw in regards to the Animal Control Bylaw will precede any and all other bylaws relating to this issue. This change was voted in favor at the Special Town Meeting on Tuesday, November 5, 2013, and approved by the Attorney General's office on Monday, November 25, 2013. A copy of this approval can be obtained from the Town Clerk.

Should you have any questions regarding this notice, please contact the Town Clerk.



**WARRANT FOR THE SPECIALTOWN ELECTION  
WENHAM, MASSACHUSETTS  
December 12, 2013**

Essex, ss.

To either of the Constables of Wenham, in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote on ballot questions at the Special Town Election at the Wenham Town Hall, 138 Main Street in said Town on Thursday, the twelfth of December 2013, between the hours of 7:00 AM and 8:00 PM.

**QUESTION 1: Buker School Heating System Project**

Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto?

**QUESTION 2: Winthrop School Heating System and Windows Project**


Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto?

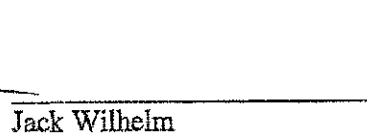
And you are hereby directed to serve this warrant by posting attested copies thereof: one at Town Hall and H-W Library; one at the Senior Center and the Bulletin Board outside the Wenham Post Office seven (7) days at least before the time of the election aforesaid.

THEREOF FAIL NOT and make return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of holding the election aforesaid.

Given under our hands this \_\_\_\_ day of November 2013

  
Kenneth F. Whittaker

  
Patrick A. Wilson

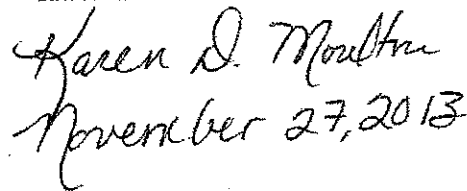
  
Jack Wilhelm

"In pursuance of the above written warrant I have this 27<sup>th</sup> day of NOVEMBER 2013, posted the attested copies thereof as directed therein."

  
Constable of the Town of Wenham

11/27/13  
Date

A TRUE COPY  
ATTEST:

  
November 27, 2013





**TOWN OF WENHAM**  
**MASSACHUSETTS 01984**

**OFFICE OF THE TOWN CLERK**

**Special Town Election**  
**Thursday, December 12, 2013**

**CERTIFICATION OF VOTE**

**Official Results**

Number of registered voters: 2,835  
Number of voters: 271  
Percentage: 9.56

**Question #1 - Buker School Heating System Project**

**Proposition 2 ½ Debt Exclusion**

Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system at the Bessie Buker Elementary School, located at 1 School Street, in Wenham, including the payment of all costs incidental or related thereto?

Yes: 204

No: 67

**Question #2 - Winthrop School Heating System and Windows Project**

**Proposition 2 ½ Debt Exclusion**

Shall the Town of Wenham be allowed to exempt from the provisions of Proposition Two and One-Half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of replacing the heating system and windows at the Winthrop Elementary School, located at 325 Bay Road, in South Hamilton, including the payment of all costs incidental or related thereto?

Yes: 201

No: 70

**ATTEST:**

*Trudy L. Reid*  
Trudy L. Reid  
Town Clerk



TOWN OF WENHAM  
MASSACHUSETTS 01984

OFFICE OF THE TOWN CLERK

**CLOSING OF THE November 5, 2013 SPECIAL TOWN MEETING**


At a duly posted Selectmen Meeting for January 7, 2014, at 7:10 PM, the Wenham Board of Selectmen asked Moderator Paul D. Weaver to reconvene the November 5, 2013 Special Town Meeting.

Present: Selectmen Patrick Wilson, Selectman Kenneth Whittaker, and  
Selectman Jack Wilhelm  
Mark Andrews, Town Administrator  
Paul D. Weaver, Moderator  
Trudy Reid, Town Clerk

Moderator Paul Weaver called the Annual Town Meeting back in session, and asked for a motion to be made in order to adjourn the Tuesday, November 5, 2013 Special Town Meeting. The motion was made by Selectman Jack Wilhelm and it was seconded by Selectman Patrick Wilson.

The November 5, 2013 Special Town Meeting was declared unanimously dissolved at 7:12 PM, on January 7, 2014.

ATTEST:

  
Trudy L. Reid  
Town Clerk



100 Quannapowitt Parkway

Suite 101

Wakefield, MA 01880

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Board of Selectmen  
Town of Wenham, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wenham, Massachusetts, as of and for the fiscal year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Wenham, Massachusetts' basic financial statements, and have issued our report thereon dated November 13, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Wenham, Massachusetts' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Wenham, Massachusetts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Wenham, Massachusetts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Wenham, Massachusetts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The

results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of the Town of Wenham, Massachusetts in a separate letter dated November 13, 2013.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Robert J. Sullivan", followed by three horizontal wavy lines.

November 13, 2013



***TOWN OF WENHAM, MASSACHUSETTS***

***REPORT ON EXAMINATION OF  
BASIC FINANCIAL STATEMENTS***

***FISCAL YEAR ENDED JUNE 30, 2013***

**TOWN OF WENHAM, MASSACHUSETTS**  
**REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2013**

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## **Independent Auditors' Report**

To the Honorable Board of Selectmen  
Town of Wenham, Massachusetts

## **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wenham, Massachusetts, as of and for the fiscal year ended June 30, 2013, which collectively comprise the Town's basic financial statements as listed in the table of contents, and the related notes to financial statements.

## **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessment, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the evaluating the overall presentation of the financial state,

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wenham, Massachusetts, as of June 30, 2013, and the respective changes in financial position and cash flows, where applicable, thereof for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

In accordance with *Governmental Auditing Standards*, we have also issued our report dated November 13, 2013, on our consideration of the Town of Wenham's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Wenham's internal control over financial reporting.



November 13, 2013

## ***Management's Discussion and Analysis***

## ***Management's Discussion and Analysis***

### ***Overview of the Financial Statements***

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. These basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net assets* presents information on all assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, culture and recreation, community preservation, and interest. The Town's business-type activities relate to the water activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** The focus of Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town adopts annual appropriated budgets for its general fund and community preservation fund. Budgetary comparison schedules have been provided as required supplementary information after the notes to the financial statements to demonstrate compliance with these budgets.

**Proprietary funds.** Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town maintains one proprietary fund to account for its water activities.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Town does not report any fiduciary funds.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Town's budgetary basis of accounting as well as pension and other postemployment benefits obligations.

### Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. The Town's governmental assets exceeded liabilities by \$13.1 million at the close of FY2013. Key components of the Town's governmental financial position are listed below.

	Governmental Activities	
	FY13	FY12
<b>Assets:</b>		
Current assets.....	\$ 7,942,702	\$ 7,367,817
Noncurrent assets (excluding capital).....	105,325	143,659
Capital assets.....	12,392,532	12,666,228
<b>Total assets.....</b>	<b>20,440,559</b>	<b>20,177,704</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	372,831	348,926
Noncurrent liabilities (excluding debt).....	929,767	776,453
Current debt.....	593,000	593,000
Noncurrent debt.....	5,458,000	6,051,000
<b>Total liabilities.....</b>	<b>7,353,598</b>	<b>7,769,379</b>
<b>Net Assets:</b>		
Net investment in capital assets.....	6,589,727	6,280,640
Restricted.....	4,815,151	4,395,571
Unrestricted.....	1,682,083	1,732,114
<b>Total net assets.....</b>	<b>\$ 13,086,961</b>	<b>\$ 12,408,325</b>

Net assets of \$6.6 million (50%) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A restricted portion of the net assets totaling \$4.8 million (37%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net assets* totaling \$1.7 million (13%) may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the Town is able to report positive balances in all three categories of net assets.

### **Governmental Activities**

The governmental activities of the Town are detailed below. The governmental activities net assets increased by \$678,000 during the current fiscal year which is primarily due to the Town's ability to control budgetary spending which resulted in a budgetary surplus of \$227,000; the community preservation fund surplus of \$234,000; a public works state capital grant of \$153,000; capital assets purchased from current revenues of \$292,000; less the increase in the Town's liability for other postemployment benefits of approximately \$231,000.

	FY13	FY12
<b>Program revenues:</b>		
Charges for services.....	\$ 1,187,304	\$ 1,196,151
Operating grants and contributions.....	202,106	100,583
Capital grants and contributions.....	294,343	211,639
<b>General Revenues:</b>		
Real estate and personal property taxes.....	12,237,193	12,401,442
Motor vehicle excise taxes.....	553,816	483,006
Community preservation surcharge.....	286,289	284,218
Nonrestricted grants.....	374,070	380,913
Unrestricted investment income.....	17,500	35,849
Miscellaneous revenues.....	153,673	72,080
<b>Total revenues.....</b>	<b>15,306,294</b>	<b>15,165,881</b>
<b>Expenses:</b>		
General Government.....	1,625,564	1,493,772
Public Safety.....	2,558,559	2,547,819
Education.....	7,389,805	7,771,651
Public Works.....	1,534,485	1,418,701
Human Services.....	151,217	161,861
Affordable Housing.....	5,946	4,047
Culture and Recreation.....	1,081,252	1,112,896
Community Preservation.....	23,996	14,500
Interest.....	256,834	269,780
<b>Total expenses.....</b>	<b>14,627,658</b>	<b>14,795,027</b>
<b>Change in net assets.....</b>	<b>\$ 678,636</b>	<b>\$ 370,854</b>



### **Business-type Activities**

The Town's business-type activities reflect the operations of the Town's water enterprise fund. Business-type assets exceeded liabilities by \$1.1 million at the close of fiscal year 2013. The following table identifies key elements of the net assets of the Town's business-type activities.

	<u>FY13</u>	<u>FY12</u>
<b>Assets:</b>		
Current assets.....	\$ 260,031	\$ 296,849
Capital assets.....	<u>1,543,235</u>	<u>1,618,477</u>
<b>Total assets.....</b>	<b><u>1,803,266</u></b>	<b><u>1,915,326</u></b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	2,418	28,851
Noncurrent liabilities (excluding debt).....	6,704	6,257
Current debt.....	112,000	112,000
Noncurrent debt.....	<u>622,000</u>	<u>734,000</u>
<b>Total liabilities.....</b>	<b><u>743,122</u></b>	<b><u>881,108</u></b>
<b>Net Assets:</b>		
Net investment in capital assets.....	824,345	791,960
Unrestricted.....	<u>235,799</u>	<u>242,258</u>
<b>Total net assets.....</b>	<b><u>\$ 1,060,144</u></b>	<b><u>\$ 1,034,218</u></b>

The Town's business type activities net assets increased by \$26,000 during the current fiscal year. The results reflect the Town's intention to recover (100%) of its costs of operations through rates. Within the categories of net assets, the Town did report an increase in the invested in capital assets net of related debt by approximately \$32,000, while unrestricted net assets dropped by approximately \$6,400. This was mainly due to investments made on capital assets and payments made on outstanding debt.

	<u>FY13</u>	<u>FY12</u>
<b>Program revenues:</b>		
Charges for services.....	\$ 439,536	\$ 452,645
<b>Expenses:</b>		
Water expenses.....	379,117	400,077
Interest.....	<u>34,493</u>	<u>38,609</u>
<b>Total expenses.....</b>	<b><u>413,610</u></b>	<b><u>438,686</u></b>
<b>Change in net assets.....</b>	<b><u>\$ 25,926</u></b>	<b><u>\$ 13,959</u></b>

## ***Financial Analysis of the Government's Funds***

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$6.5 million, a net increase of \$520,000 from the prior fiscal year.

The General Fund is the Town's chief operating fund. At the end of the current fiscal year, unassigned and total fund balance of the General Fund totaled \$1.85 million and \$1.87 million, respectively. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance and total fund balance represent 13% and 13.1% of total General Fund expenditures, respectively. The General Fund total fund balance increased by \$224,000 during fiscal year 2013 due to surplus revenues and lower expenditures compared to the budget which was offset by the use of prior year fund balance to balance the fiscal year 2013 budget.

The Town has established a community preservation fund, which is funded by a combination of real estate surcharges to taxpayers and a matching grant from the Commonwealth. At the end of fiscal year 2013, the fund had a positive balance of \$1.9 million, which is recorded in the Community Preservation major governmental fund. As funds accumulate, the Town expects to appropriate funds in accordance with the legislation and in the best interest of the Town of Wenham. During fiscal year 2013, the fund received approximately \$431,000, and expended approximately \$197,000.

During fiscal year 2010 the Town established the Wenham Affordable Housing Trust, which is reported as a major governmental fund. The Wenham Affordable Housing Trust major governmental fund was initially funded with a gift received in fiscal year 2008 from a real estate developer for \$703,000. That balance, plus accumulated interest and a \$208,292 contribution from the CPA Fund was used to establish the Wenham Affordable Housing Trust which will be used to increase the Town's stock of affordable housing units. The funds were used to purchase two properties during fiscal year 2010. One of the houses was sold during fiscal year 2011 and the other is being held for future resale. The cost to acquire the properties totaled \$517,000. The net realizable value of the property held is estimated at \$189,900.

## ***Budgetary Highlights***

### General Fund:

The Town adopted a \$14.5 million dollar fiscal year 2013 operating budget for the General Fund. The budget was financed through current revenues and prior year reserves. Actual revenues came in approximately \$416,000 over budget, while actual expenditures came in approximately \$269,000 under budget, resulting in a net budget to actual positive variance of \$85,000.

### Community Preservation Fund

The Town's Community Preservation Special Revenue fund adopted a \$420,000 revenue budget and a \$233,000 expenditure budget for fiscal year 2013. The fund experienced a net increase of \$234,000.

### ***Capital Asset and Debt Administration***

Outstanding long-term debt of governmental activities, as of June 30, 2013, totaled \$6.1 million. The Water Enterprise Fund has \$734,000 of long-term debt outstanding as of June 30, 2013. During the fiscal year, the Town retired \$710,000 in long-term debt.

During the fiscal year, the Town acquired \$288,000 in new capital assets. Significant additions consisted of building and road improvements, various public safety equipment, and library materials.

In October 2013, Standard & Poor's Rating Services has raised its rating on the Town of Wenham series 2010 general obligation bonds from AA+ to AAA with a stable outlook. The rating's report stated some of the factors considered in their assessment included our economy was very strong, unemployment was lower than county and state levels, budgetary flexibility remained strong, budgetary performance over the last three years has been strong, reserves and liquidity are strong, town management conditions are strong with good financial practices, and many other management and financial factors are considered strong.

Please refer to the Notes to the Basic Financial Statements for further discussion of the debt and capital activity.

### ***Requests for Information***

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, Wenham Town Hall, 138 Main Street, Wenham, MA 01984.

# ***Basic Financial Statements***

# STATEMENT OF NET POSITION

JUNE 30, 2013

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
<b>CURRENT:</b>			
Cash and cash equivalents.....	\$ 5,791,531	\$ 116,469	\$ 5,908,000
Investments.....	730,369	-	730,369
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	245,193	-	245,193
Community preservation fund surtax.....	5,047	-	5,047
Tax liens.....	107,022	-	107,022
Motor vehicle excise taxes.....	38,922	-	38,922
Water fees.....	-	143,562	143,562
Departmental and other.....	111,079	-	111,079
Intergovernmental.....	285,110	-	285,110
Community preservation fund state share.....	141,522	-	141,522
Assets held for resale.....	189,900	-	189,900
Tax foreclosures.....	297,007	-	297,007
<b>NONCURRENT:</b>			
Receivables, net of allowance for uncollectibles:			
Real estate tax deferrals.....	105,325	-	105,325
Capital assets, nondepreciable.....	491,250	17,361	508,611
Capital assets, net of accumulated depreciation.....	11,901,282	1,525,874	13,427,156
<b>TOTAL ASSETS.....</b>	<b>20,440,559</b>	<b>1,803,266</b>	<b>22,243,825</b>
<b>LIABILITIES</b>			
<b>CURRENT:</b>			
Warrants payable.....	138,165	2,418	140,583
Accrued payroll.....	71,566	-	71,566
Accrued interest.....	79,066	-	79,066
Other liabilities.....	29,605	-	29,605
Compensated absences.....	54,429	-	54,429
Bonds payable.....	593,000	112,000	705,000
<b>NONCURRENT:</b>			
Compensated absences.....	49,571	5,000	54,571
Other postemployment benefits.....	880,196	1,704	881,900
Bonds payable.....	5,458,000	622,000	6,080,000
<b>TOTAL LIABILITIES.....</b>	<b>7,353,598</b>	<b>743,122</b>	<b>8,096,720</b>
<b>NET POSITION</b>			
Net investment in capital assets.....	6,589,727	824,345	7,414,072
Restricted for:			
Permanent funds:			
Expendable.....	94,145	-	94,145
Nonexpendable.....	790,336	-	790,336
Other purposes.....	3,930,670	-	3,930,670
Unrestricted.....	1,682,083	235,799	1,917,882
<b>TOTAL NET POSITION.....</b>	<b>\$ 13,086,961</b>	<b>\$ 1,060,144</b>	<b>\$ 14,147,105</b>

See notes to basic financial statements.

# STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government.....	\$ 1,625,564	\$ 174,224	\$ 42,512	\$ -	\$ (1,408,828)
Public safety.....	2,558,559	261,605	27,276	-	(2,269,678)
Education.....	7,389,805	-	-	-	(7,389,805)
Public works.....	1,534,485	87,313	850	152,699	(1,293,623)
Human services.....	151,217	48,856	109,865	-	7,504
Affordable housing.....	5,946	-	191	-	(5,755)
Culture and recreation.....	1,081,252	615,306	21,412	-	(444,534)
Community preservation.....	23,996	-	-	141,644	117,648
Interest.....	256,834	-	-	-	(256,834)
Total Governmental Activities.....	14,627,658	1,187,304	202,106	294,343	(12,943,905)
<i>Business-Type Activities:</i>					
Water.....	413,610	439,536	-	-	25,926
Total Primary Government.....	\$ 15,041,268	\$ 1,626,840	\$ 202,106	\$ 294,343	\$ (12,917,979)

See notes to basic financial statements.

(Continued)

**STATEMENT OF ACTIVITIES (Continued)**

**FISCAL YEAR ENDED JUNE 30, 2013**

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>Changes in net position:</b>			
Net (expense) revenue from previous page.....	\$ <u>(12,943,905)</u>	\$ <u>25,926</u>	\$ <u>(12,917,979)</u>
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	12,237,193	-	12,237,193
Motor vehicle excise taxes.....	553,816	-	553,816
Community preservation surcharge.....	286,289	-	286,289
Grants and contributions not restricted to specific programs.....	374,070	-	374,070
Unrestricted investment income.....	17,500	-	17,500
Miscellaneous.....	153,673	-	153,673
Total general revenues.....	<u>13,622,541</u>	<u>-</u>	<u>13,622,541</u>
Change in net position.....	678,636	25,926	704,562
<i>Net Position:</i>			
Beginning of year.....	<u>12,408,325</u>	<u>1,034,218</u>	<u>13,442,543</u>
End of year.....	\$ <u><u>13,086,961</u></u>	\$ <u><u>1,060,144</u></u>	\$ <u><u>14,147,105</u></u>

(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2013

	General	Community Preservation	Wenham Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents.....	\$ 2,008,631	\$ 1,939,912	\$ 656,080	\$ 1,186,908	\$ 5,791,531
Investments.....	-	-	-	730,369	730,369
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	245,193	-	-	-	245,193
Real estate tax deferrals.....	105,325	-	-	-	105,325
Community preservation fund surtax.....	-	5,047	-	-	5,047
Tax liens.....	107,022	-	-	-	107,022
Motor vehicle excise taxes.....	38,922	-	-	-	38,922
Departmental and other.....	108,567	-	-	2,512	111,079
Intergovernmental.....	143	-	-	284,967	285,110
Community preservation fund state share.....	-	141,522	-	-	141,522
Assets held for resale.....	-	-	189,900	-	189,900
Tax foreclosures.....	297,007	-	-	-	297,007
<b>TOTAL ASSETS.....</b>	<b>\$ 2,910,810</b>	<b>\$ 2,086,481</b>	<b>\$ 845,980</b>	<b>\$ 2,204,756</b>	<b>\$ 8,048,027</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES:</b>					
Warrants payable.....	\$ 132,586	\$ -	\$ 22	\$ 5,557	\$ 138,165
Other liabilities.....	637	-	-	28,968	29,605
Deferred revenues.....	838,837	146,567	-	284,967	1,270,371
<b>TOTAL LIABILITIES.....</b>	<b>1,043,626</b>	<b>146,567</b>	<b>22</b>	<b>319,492</b>	<b>1,509,707</b>
<b>FUND BALANCES:</b>					
Nonspendable.....	-	-	189,900	790,336	980,236
Restricted.....	-	1,939,914	656,058	1,109,404	3,705,376
Assigned.....	13,117	-	-	-	13,117
Unassigned.....	1,854,067	-	-	(14,476)	1,839,591
<b>TOTAL FUND BALANCES.....</b>	<b>1,867,184</b>	<b>1,939,914</b>	<b>845,958</b>	<b>1,885,264</b>	<b>6,538,320</b>
<b>TOTAL LIABILITIES AND FUND BALANCES.....</b>	<b>\$ 2,910,810</b>	<b>\$ 2,086,481</b>	<b>\$ 845,980</b>	<b>\$ 2,204,756</b>	<b>\$ 8,048,027</b>

See notes to basic financial statements.



**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2013

Total governmental fund balances.....	\$ 6,538,320
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	12,392,532
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	1,270,371
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(79,066)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(6,051,000)
Other postemployment benefits.....	(880,196)
Compensated absences.....	<u>(104,000)</u>
Net effect of reporting long-term liabilities.....	<u>(7,035,196)</u>
Net position of governmental activities.....	<u>\$ 13,086,961</u>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

FISCAL YEAR ENDED JUNE 30, 2013

	General	Community Preservation	Wenham Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 12,386,060	\$ -	\$ -	\$ -	\$ 12,386,060
Motor vehicle excise taxes.....	543,343	-	-	-	543,343
Community preservation surcharge.....	-	284,650	-	-	284,650
Intergovernmental.....	1,013,573	-	-	168,904	1,182,477
Departmental and other.....	496,221	-	-	152,334	648,555
Contributions.....	-	-	-	86,456	86,456
Investment income.....	5,591	5,123	191	6,786	17,691
Community preservation state match.....	-	141,644	-	-	141,644
Miscellaneous.....	28,446	-	-	-	28,446
<b>TOTAL REVENUES.....</b>	<b>14,473,234</b>	<b>431,417</b>	<b>191</b>	<b>414,480</b>	<b>15,319,322</b>
<b>EXPENDITURES:</b>					
Current:					
General government.....	956,202	-	-	82,499	1,038,701
Public safety.....	1,819,478	-	-	149,837	1,969,315
Education.....	7,389,805	-	-	-	7,389,805
Public works.....	1,160,072	-	-	45,607	1,205,679
Human services.....	113,343	-	-	10,048	123,391
Affordable housing.....	-	-	5,946	-	5,946
Culture and recreation.....	798,680	-	-	57,894	856,574
Community preservation.....	-	23,996	-	-	23,996
Pension benefits.....	428,972	-	-	-	428,972
Property and liability insurance.....	113,578	-	-	-	113,578
Employee benefits.....	629,963	-	-	-	629,963
State and county charges.....	157,092	-	-	-	157,092
Debt service:					
Principal.....	483,000	110,000	-	-	593,000
Interest.....	200,653	63,090	-	-	263,743
<b>TOTAL EXPENDITURES.....</b>	<b>14,250,838</b>	<b>197,086</b>	<b>5,946</b>	<b>345,885</b>	<b>14,799,755</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>222,396</b>	<b>234,331</b>	<b>(5,755)</b>	<b>68,595</b>	<b>519,567</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Transfers in.....	6,500	-	-	4,475	10,975
Transfers out.....	(4,475)	-	-	(6,500)	(10,975)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>2,025</b>	<b>-</b>	<b>-</b>	<b>(2,025)</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>224,421</b>	<b>234,331</b>	<b>(5,755)</b>	<b>66,570</b>	<b>519,567</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>1,642,763</b>	<b>1,705,583</b>	<b>851,713</b>	<b>1,818,694</b>	<b>6,018,753</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 1,867,184</b>	<b>\$ 1,939,914</b>	<b>\$ 845,958</b>	<b>\$ 1,885,264</b>	<b>\$ 6,538,320</b>

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2013

Net change in fund balances - total governmental funds.....	\$	519,567
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Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay.....	292,830	
Depreciation expense.....	<u>(566,526)</u>	
Net effect of reporting capital assets.....		(273,696)

Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....

(13,028)

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.

Debt service principal payments.....	<u>593,000</u>	
Net effect of reporting long-term debt.....		593,000

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Net change in compensated absences accrual.....	77,000	
Net change in other postemployment benefits.....	(231,116)	
Net change in accrued interest on long-term debt.....	<u>6,909</u>	
Net effect of recording long-term liabilities.....		<u>(147,207)</u>

Change in net position of governmental activities.....	\$	<u>678,636</u>
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See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2013

	Water Enterprise Fund
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and cash equivalents.....	\$ 116,469
Receivables, net of allowance for uncollectibles:	
Water fees.....	143,562
Total current assets.....	260,031
<b>NONCURRENT:</b>	
Capital assets, nondepreciable.....	17,361
Capital assets, net of accumulated depreciation.....	1,525,874
Total noncurrent assets.....	1,543,235
<b>TOTAL ASSETS.....</b>	<b>1,803,266</b>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants payable.....	2,418
Bonds payable.....	112,000
Total current liabilities.....	114,418
<b>NONCURRENT:</b>	
Compensated absences.....	5,000
Other postemployment benefits.....	1,704
Bonds and notes payable.....	622,000
Total noncurrent liabilities.....	628,704
<b>TOTAL LIABILITIES.....</b>	<b>743,122</b>
<b>NET POSITION</b>	
Net investment in capital assets.....	824,345
Unrestricted.....	235,799
<b>TOTAL NET POSITION.....</b>	<b>\$ 1,060,144</b>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

FISCAL YEAR ENDED JUNE 30, 2013

	Water Enterprise Fund
<u>OPERATING REVENUES:</u>	
Charges for services .....	\$ 439,536
<u>OPERATING EXPENSES:</u>	
Cost of services and administration .....	303,875
Depreciation.....	75,242
TOTAL OPERATING EXPENSES .....	379,117
OPERATING INCOME (LOSS).....	60,419
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Interest expense.....	(34,493)
CHANGE IN NET POSITION.....	25,926
NET POSITION AT BEGINNING OF YEAR.....	1,034,218
NET POSITION AT END OF YEAR.....	\$ 1,060,144

See notes to basic financial statements.

**PROPRIETARY FUNDS  
STATEMENT OF CASH FLOWS**

FISCAL YEAR ENDED JUNE 30, 2013

	Water Enterprise Fund
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>	
Receipts from customers and users.....	\$ 459,636
Payments to vendors.....	(180,372)
Payments to employees.....	(149,489)
<b>NET CASH FROM OPERATING ACTIVITIES.....</b>	<b>129,775</b>
<b><u>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</u></b>	
Principal payments on bonds and notes.....	(112,000)
Interest expense.....	(34,493)
<b>NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....</b>	<b>(146,493)</b>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS.....</b>	<b>(16,718)</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....</b>	<b>133,187</b>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR.....</b>	<b>\$ 116,469</b>
<b><u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:</u></b>	
Operating income (loss).....	\$ 60,419
Adjustments to reconcile operating income (loss) to net	
Cash from operating activities:	
Depreciation.....	75,242
Changes in assets and liabilities:	
Water fee receivable.....	20,100
Warrants payable.....	(26,433)
Other postemployment benefits.....	447
<b>Total adjustments.....</b>	<b>69,356</b>
<b>NET CASH FROM OPERATING ACTIVITIES.....</b>	<b>\$ 129,775</b>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF FIDUCIARY NET POSITION**

JUNE 30, 2013

		Other Postemployment Benefit Fund
<b>ASSETS</b>		
Cash and cash equivalents.....	\$	5,000
Held in trust for other postemployment benefits.....	\$	5,000

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

FISCAL YEAR ENDED JUNE 30, 2013

	Other Postemployment Benefit Fund
<u>ADDITIONS:</u>	
Contributions:	
Employer.....	\$ 5,000
NET POSITION AT BEGINNING OF YEAR.....	-
NET POSITION AT END OF YEAR.....	\$ 5,000

See notes to basic financial statements.



**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Wenham, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

**A. Reporting Entity**

The Town is a municipal corporation governed by an elected three member Board of Selectmen and an appointed Town Administrator.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no component units that require inclusion in these basic financial statements.

The Town has an agreement with the Town of Hamilton to operate a Joint Public Library under the direction of a Joint Board of Library Trustees. The Town is the administrator for all matters associated with the management of the Joint Public Library. All revenues and expenditures related to the operation of the Joint Public Library are accounted for in the Town's General Fund. Reimbursements from the Town of Hamilton for their apportioned share of expenditures are recorded as intergovernmental revenue. In fiscal year 2013 operating expenses were approximately \$857,000 of which the Town's share totaled \$294,000 and Hamilton's share totaled \$563,000. The \$563,000 is reported as intergovernmental revenue.

The Town also has an agreement with the Town of Hamilton to operate a council on aging shuttle van for seniors. The Town is the administrator for all matters associated with the operation of the van service. All revenues and expenditures related to the operation of the van service are accounted for in the Town's General Fund. Reimbursements from the Town of Hamilton for their apportioned share of expenditures are recorded as intergovernmental revenue. In fiscal year 2013 operating expenses were approximately \$50,000 of which the Town's share totaled \$18,000 and Hamilton's share totaled \$32,000. The \$32,000 is reported as intergovernmental revenue.

The Town also has agreements with the Town of Hamilton to operate a joint recreation department and a joint emergency communications center. Both programs are operated by the Town of Hamilton. The Town of Wenham reimburses Hamilton for Wenham's share of these two programs. Reimbursements to Hamilton for these programs totaled \$63,000 and \$131,000 respectively in fiscal year 2013.

The Town is a member of the Hamilton-Wenham Regional School District (the District) which provides educational services to both communities. This joint venture assesses each community its share of operating and debt service costs based on student population and other factors. In fiscal year 2013, Wenham's share of the operating expense totaled \$7,065,691 and its share of the debt service expense totaled \$237,812. There is no equity interest required to be reported in the basic financial statements. Complete audited financial statements can be obtained directly from the District's administrative office located at 5 School Street, Wenham, MA 01984.

## B. Government-Wide and Fund Financial Statements

### *Government-Wide Financial Statements*

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

### *Fund Financial Statements*

The GASB requires separate financial statements be provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

#### *Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

## C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

### *Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.

- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. However, the effect of interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

#### *Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *community preservation fund* is used to account for the proceeds of a surcharge to real estate taxes along with a matching state grant. These funds must be spent in accordance with state law.

The *Wenham Affordable Housing Trust fund* is used to account for funds designated to develop affordable housing within the Town.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Town of Wenham reports the following proprietary fund:

The *water enterprise fund* is used to account for the Town's water activities.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund type is reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

#### E. Accounts Receivable

##### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

#### ***Real Estate, Personal Property Taxes and Tax Liens***

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate tax liens are processed after the close of the valuation year on delinquent properties and are recorded as receivables in the fiscal year they are processed.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

#### ***Motor Vehicle Excise***

Motor vehicle excise taxes are assessed annually for each vehicle registered and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

#### ***Water Fees***

Water user fees are levied quarterly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Unbilled user fees are estimated at year-end and are recorded as revenue in the current period. Water liens are processed after year end and included as a lien on the property owner's tax bill.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

#### ***Intergovernmental***

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

#### **F. Inventories**

##### ***Government-Wide and Fund Financial Statements***

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide financial statements.

#### **G. Capital Assets**

##### ***Government-Wide and Proprietary Fund Financial Statements***

Capital assets, which include land, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, and similar items), are reported in the applicable governmental activity column of the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual

historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Capital assets of the governmental activities column in the government-wide financial statements do not include construction period interest.

All purchases and construction costs in excess of \$5,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Buildings.....	40
Machinery and equipment.....	5-50
Infrastructure.....	10-60

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

#### *Governmental Fund Financial Statements*

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

#### H. Deferred Outflows/Inflows of Resources

##### *Government-Wide Financial Statements (Net Position)*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/ expenditure) until then. The Town did not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town did not have any items that qualify for reporting in this category.

#### I. Net Position Flow Assumption

##### *Government-Wide Financial Statements (Net Position)*

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

*Government Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds are eliminated from the governmental activities in the statement of net assets.

K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

*Fund Financial Statements*

Transfers between and within funds are *not* eliminated from the individual fund statements and are reported as transfers in and transfers out.

*Government-Wide Financial Statements*

Transfers between and within governmental funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the Statement of Activities as "Transfers, net".

L. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

M. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

"Other purposes" represents restrictions placed on assets from outside parties.

#### *Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that is either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action Town Meeting.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

#### N. Long-term debt

##### *Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

##### *Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

#### O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).



P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

*Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

*Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

Q. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

R. Total Column*Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

S. Fund Deficits

There were no permanent fund deficit balances at June 30, 2013.

**NOTE 2 – CASH AND INVESTMENTS**

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's investment pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Town maintains a cash and investment pool that is available for use by all funds, except the Trust Funds. Each fund type's portion of this pool is displayed on the balance sheet as "Cash and Cash Equivalents". The deposits and investments of the Trust Funds are held separately from those of other Town funds.

Custodial Credit Risk – Deposits

Custodial credit risk for deposits is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Town has not formally adopted a policy for custodial credit risk of deposits. At fiscal year-end, the carrying amount of deposits totaled \$5,774,774 and the bank balance totaled \$5,899,446. Of the bank

balance, \$1,538,132 was covered by Federal Depository Insurance, \$1,656,158 was covered by Depositors Insurance Fund, \$531,411 was covered by the Securities Investor Protector Corporation, \$2,065,069 was collateralized and \$108,676 was uncollateralized.

#### Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the government will not be able to recover the value of its investments or collateral security that are in the possession of an outside party.

Of the Town's total investments of \$868,595, there was custodial credit risk exposure of \$547,883 which is equal to the investments in government sponsored enterprises of \$280,418; and corporate bonds in the amount of \$267,465 because the related securities are uninsured, unregistered and held by the counterparty. The Town does not have an investment policy for custodial credit risk.

#### Investments and Credit Risk

The Town has not adopted a formal policy related to credit risk. As of June 30, 2013, the Town had the following investments:

Investment Type	Fair Value	Maturity		Moody's Rating
		Under 1 Year	1-5 Years	
<u>Debt Securities:</u>				
U.S. Government Securities:				
U.S. Treasury Note.....	\$ 154,626	\$ -	\$ 154,626	Aaa
Government Sponsored Enterprises:				
Federal Home Loan Mortgage Corporation.....	50,578	50,578	-	Aaa
Federal National Mortgage Association.....	75,215	75,215	-	Aaa
Corporate Bonds:				
General Electric Capital Corporation .....	128,362	-	128,362	A1
ATT Inc. Bond .....	79,397	-	79,397	
Hewlett Packard CO NT.....	59,706	-	59,706	A3
Total Debt Securities.....	547,884	\$ 125,793	\$ 422,091	
<u>Other Investments:</u>				
Money Market Mutual Funds.....	138,226			
Mutual Funds.....	182,485			
Total Investments.....	\$ 868,595			

#### Interest Rate Risk

The government does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Concentration of Credit Risk

The Town places no limit on the amount the Town may invest in any one issuer.

More than 5 percent of the Town's investments are in the following securities:

<u>Issuer</u>	<u>Percentage of Total Investments</u>
Federal Home Loan Mortgage Corporation	6%
Federal National Mortgage Association	9%

**NOTE 3 – RECEIVABLES**

At June 30, 2013, receivables for the governmental funds, in the aggregate, including the applicable allowance for uncollectibles, are as follows:

**Governmental Funds**

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 245,193	\$ -	\$ 245,193
Real estate tax deferrals.....	105,325	-	105,325
Community preservation fund surtax .....	5,047	-	5,047
Tax liens.....	107,022	-	107,022
Motor vehicle excise taxes.....	60,822	(21,900)	38,922
Departmental and other.....	111,079	-	111,079
Intergovernmental.....	285,110	-	285,110
Community preservation fund state share.....	141,522	-	141,522
Total.....	<u>\$ 1,061,120</u>	<u>\$ (21,900)</u>	<u>\$ 1,039,220</u>

At June 30, 2013, receivables for the water enterprise consist of the following:

**Enterprise Funds**

	<u>Gross Amount</u>	<u>Allowance for Uncollectibles</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Water fees.....	<u>\$ 143,562</u>	<u>\$ -</u>	<u>\$ 143,562</u>

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of deferred revenue reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
<u>Receivable type:</u>			
Real estate and personal property taxes.....	\$ 226,440	\$ -	\$ 226,440
Real estate tax deferrals.....	105,325	-	105,325
Community preservation fund surtax .....	-	5,047	5,047
Tax liens.....	107,022	-	107,022
Motor vehicle excise taxes.....	38,922	-	38,922
Departmental and other.....	63,979	-	63,979
Intergovernmental.....	-	285,110	285,110
Community preservation fund state share.....	-	141,522	141,522
<u>Other asset type:</u>			
Tax foreclosures.....	297,007	-	297,007
Total.....	\$ 838,695	\$ 431,679	\$ 1,270,374

#### NOTE 4 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2013, was as follows:

Governmental Activities:	Beginning Balance	Increases	Decreases	Ending Balance
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 486,680	\$ -	\$ -	\$ 486,680
Construction in progress.....	-	4,570	-	4,570
Total capital assets not being depreciated.....	486,680	4,570	-	491,250
<u>Capital assets being depreciated:</u>				
Buildings.....	10,408,194	15,200	-	10,423,394
Machinery and equipment.....	4,316,623	273,060	-	4,589,683
Infrastructure.....	2,815,860	-	-	2,815,860
Total capital assets being depreciated.....	17,540,677	288,260	-	17,828,937
<u>Less accumulated depreciation for:</u>				
Buildings.....	(1,863,853)	(259,068)	-	(2,122,921)
Machinery and equipment.....	(3,084,435)	(222,139)	-	(3,306,574)
Infrastructure.....	(412,841)	(85,319)	-	(498,160)
Total accumulated depreciation.....	(5,361,129)	(566,526)	-	(5,927,655)
Total capital assets being depreciated, net.....	12,179,548	(278,266)	-	11,901,282
Total governmental activities capital assets, net.....	\$ 12,666,228	\$ (273,696)	\$ -	\$ 12,392,532

<b>Business-Type Activities:</b>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 17,361	\$ -	\$ -	\$ 17,361
<u>Capital assets being depreciated:</u>				
Machinery and equipment.....	815,825	-	-	815,825
Infrastructure.....	1,295,375	-	-	1,295,375
Total capital assets being depreciated.....	2,111,200	-	-	2,111,200
<u>Less accumulated depreciation for:</u>				
Machinery and equipment.....	(239,498)	(36,587)	-	(276,085)
Infrastructure.....	(270,586)	(38,655)	-	(309,241)
Total accumulated depreciation.....	(510,084)	(75,242)	-	(585,326)
Total capital assets being depreciated, net.....	1,601,116	(75,242)	-	1,525,874
Total business-type activities capital assets, net.....	\$ 1,618,477	\$ (75,242)	\$ -	\$ 1,543,235

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 194,767
Public safety.....	101,125
Public works.....	157,311
Culture and recreation.....	113,323
Total depreciation expense - governmental activities.....	\$ 566,526
<b>Business-Type Activities:</b>	
Water.....	\$ 75,242

## NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended June 30, 2013, are summarized as follows:

	<u>Transfers In:</u>		
<u>Transfers Out:</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
General Fund.....	\$ -	\$ 4,475	\$ 4,475 (a)
Nonmajor Governmental Funds.....	6,500	-	6,500 (b)
Total.....	\$ 6,500	\$ 4,475	\$ 10,975

(a) Grounds/Building Maintenance Deficit raised on 2013 recap.

(b) Transfer from Cemetery Lots for Cemetery Maintenance.

**NOTE 6 – SHORT-TERM FINANCING**

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations of the Town and carry maturity dates that are limited by statute. Interest expenditures for short-term borrowings are accounted for in the General Fund.

There was no short-term debt issued during fiscal year 2013 or outstanding at June 30, 2013.

**NOTE 7 – LONG-TERM DEBT**

State law permits the Town, under the provisions of Chapter 44, Section 10, to authorize indebtedness up to a limit of 5% of its equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, a Town may authorize debt in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the Town's outstanding indebtedness at June 30, 2013, and the debt service requirements follow.

**Bonds and Notes Payable Schedule**

Project	Interest Rate (%)	Outstanding at June 30, 2012	Issued	Redeemed	Outstanding at June 30, 2013
Fire Truck.....	4.00 - 6.50	\$ 30,000	\$ -	\$ 15,000	\$ 15,000
Library.....	4.00 - 5.00	520,000	-	75,000	445,000
Lease Buyback.....	4.00 - 5.00	130,000	-	20,000	110,000
Town Hall/Police Station.....	4.00 - 5.00	95,000	-	15,000	80,000
Town Hall/Police Station.....	3.88 - 4.50	4,650,000	-	330,000	4,320,000
Fire Truck.....	4.25 - 4.50	225,000	-	45,000	180,000
Drainage/Road Repair.....	2.00 - 3.25	615,000	-	39,000	576,000
Energy Service Company...	2.00 - 2.25	264,000	-	24,000	240,000
DPW Equipment.....	2.70	115,000	-	30,000	85,000
Total Governmental Debt....		6,644,000	-	593,000	6,051,000
Water Tower.....	4.00 - 5.00	625,000	-	75,000	550,000
Water Tower.....	2.00 - 2.25	221,000	-	37,000	184,000
Total Enterprise Debt.....		846,000	-	112,000	734,000
Total Debt .....		\$ 7,490,000	\$ -	\$ 705,000	\$ 6,785,000

Debt service requirements for principal and interest for Governmental Bonds payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014.....\$	593,000 \$	226,098 \$	819,098
2015.....	568,000	203,329	771,329
2016.....	558,000	181,620	739,620
2017.....	523,000	160,054	683,054
2018.....	449,000	140,385	589,385
2019.....	480,000	122,278	602,278
2020.....	480,000	104,263	584,263
2021.....	400,000	85,886	485,886
2022.....	400,000	71,112	471,112
2023.....	400,000	56,077	456,077
2024.....	300,000	42,452	342,452
2025.....	300,000	30,377	330,377
2026.....	300,000	18,226	318,226
2027.....	300,000	6,075	306,075
Total.....\$	<u>6,051,000 \$</u>	<u>1,448,232 \$</u>	<u>7,499,232</u>

#### **Bonds and Notes Payable Schedule – Enterprise Fund**

Debt service requirements for principal and interest for enterprise fund bonds and notes payable in future fiscal years are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014.....\$	112,000 \$	30,302 \$	142,302
2015.....	112,000	26,075	138,075
2016.....	117,000	21,772	138,772
2017.....	117,000	17,146	134,146
2018.....	116,000	12,405	128,405
2019.....	80,000	8,000	88,000
2020.....	80,000	4,000	84,000
Total.....\$	<u>734,000 \$</u>	<u>119,700 \$</u>	<u>853,700</u>

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2013, the Town had \$75,000 of Water Tower projects, \$260,955 of Energy Improvements and \$23,000 for a Trackless Machine in authorized and unissued debt.

General Long-Term Liabilities

The Town records its liability for long-term bonds and notes in the Government-wide financial statements. Other general long-term obligations recognized by the Town are its obligations for compensated absence benefits (sick and vacation pay) and other postemployment benefits.

During the fiscal year ended June 30, 2013, the following changes occurred in long-term liabilities:

	Balance June 30, 2012	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Net Increase (Decrease)	Balance June 30, 2013	Current Portion
<b>Governmental Activities:</b>						
Long-Term Bonds and Notes.....	\$ 6,644,000	\$ -	\$ (593,000)	\$ -	\$ 6,051,000	\$ 593,000
Compensated Absences.....	181,000	-	-	(77,000)	104,000	54,429
Other Postemployment Benefits.....	649,080	-	-	231,116	880,196	-
Total.....	<u>\$ 7,474,080</u>	<u>\$ -</u>	<u>\$ (593,000)</u>	<u>\$ 154,116</u>	<u>\$ 7,035,196</u>	<u>\$ 647,429</u>
<b>Business-Type Activities:</b>						
Long-Term Bonds and Notes.....	\$ 846,000	\$ -	\$ (112,000)	\$ -	\$ 734,000	\$ 112,000
Compensated Absences.....	5,000	-	-	-	5,000	-
Other Postemployment Benefits.....	1,257	-	-	447	1,704	-
Total.....	<u>\$ 852,257</u>	<u>\$ -</u>	<u>\$ (112,000)</u>	<u>\$ 447</u>	<u>\$ 740,704</u>	<u>\$ 112,000</u>

**NOTE 8 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS**

In fiscal year 2011, the Town implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on the uses of those resources.

Massachusetts General Law Ch.40 §5B allows for the establishment of stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body.

In accordance with Statement No. 54, the Town's \$505,000 stabilization fund has been reported in the general fund as unassigned.

GASB 54 provides for two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.



In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.
- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town has classified its fund balances with the following hierarchy:

	General	Community Preservation	Wenham Affordable Housing Trust	Nonmajor Governmental Funds	Total Governmental Funds
<b>FUND BALANCES</b>					
Nonspendable:					
Permanent Fund Principal.....	\$ -	\$ -	\$ -	\$ 790,336	\$ 790,336
Assets Held for Resale.....	-	-	189,900	-	189,900
Restricted for:					
Community Preservation.....	-	1,939,914	-	-	1,939,914
Town Hall and Police Station Project.....	-	-	-	24,230	24,230
Emergency Culvert Repair Project.....	-	-	-	180,533	180,533
Affordable Housing.....	-	-	656,058	-	656,058
Federal and State Grants.....	-	-	-	93,510	93,510
Receipts Reserved for Appropriation.....	-	-	-	47,744	47,744
Gifts and Revolving Funds.....	-	-	-	625,810	625,810
Road Construction.....	-	-	-	40,707	40,707
Highway Capital Projects.....	-	-	-	2,725	2,725
Expendable Trust Funds.....	-	-	-	94,145	94,145
Assigned to:					
General Government.....	2,162	-	-	-	2,162
Public Safety.....	473	-	-	-	473
Public Works.....	66	-	-	-	66
Human Services.....	289	-	-	-	289
Culture and Recreation.....	150	-	-	-	150
Reserved for Subsequent Year Expenditures....	9,977	-	-	-	9,977
Unassigned.....	1,854,067	-	-	(14,476)	1,839,591
<b>TOTAL FUND BALANCES.....</b>	<b>\$ 1,867,184</b>	<b>\$ 1,939,914</b>	<b>\$ 845,958</b>	<b>\$ 1,885,264</b>	<b>\$ 6,538,320</b>

**NOTE 9 – PENSION PLAN**

*Plan Description* - The Town contributes to the Essex Regional Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan administered by the Essex Regional Retirement Board. Substantially all employees are members of the System.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth during those years are borne by the Commonwealth. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth of Massachusetts Public Employee Retirement Administration Commission. That report may be obtained by contacting the System located at 491 Maple Street, Danvers, Massachusetts, 01923.

*Funding Policy* - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution which is apportioned among the employers based on active current payroll. The contributions of plan members and the Town are governed by Chapter 32 of the MGL. The Town's contributions to the System for the fiscal years ended June 30, 2013, 2012 and 2011 totaled \$426,684, \$396,782, and \$394,492, respectively, which equaled its required contribution for each fiscal year.

**NOTE 10 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS**

*Plan Description* - The Town of Wenham administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides healthcare, dental, and life insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

*Funding Policy* - Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 75 percent of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute the remaining 25 percent of their premium costs.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish the postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin pre-funding its OPEB liabilities. During the fiscal year 2013, the Town voted to approve its OPEB trust fund, and has pre-funded OPEB liabilities in the amount of \$5,000.

*Annual OPEB Cost and Net OPEB Obligation* – The Town's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation are summarized in the following table:

Annual required contribution.....	\$ 393,382
Amortization of Actuarial (Gains) / Losses.....	9,943
Adjustments to annual required contribution.....	(36,162)
Interest on net OPEB obligation.....	<u>26,013</u>
Annual OPEB cost (expense).....	393,176
Expected Benefit Payment.....	<u>(161,613)</u>
Increase/(Decrease) in OPEB Obligation.....	231,563
Net OPEB Obligation - beginning of year.....	<u>650,337</u>
Net OPEB Obligation - end of year.....	<u>\$ 881,900</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal year 2013 and the previous two fiscal years was as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2013	\$ 393,176	41%	\$ 881,900
6/30/2012	368,275	45%	650,337
6/30/2011	377,015	42%	446,274

*Funded Status and Funding Progress* – The funded status of the plan as of the most recent actuarial valuation dates is as follows:

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
7/1/2012	\$ -	\$ 4,006,943	\$ 4,006,943	0%	\$ 3,385,097	118.4%
7/1/2009	-	4,053,759	4,053,759	0%	3,153,907	128.5%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are

compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions* – Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2012, actuarial valuation, actuarial liabilities were determined using the projected unit credit cost method. The actuarial assumptions included a 4.0% investment return assumption, which is based on the expected yield on the assets of the Town, calculated based on the funded level of the plan at the valuation date, and an annual medical/drug cost trend rate of 3% initially, graded to 5% over 3 years and included a 2.5% inflation assumption. The UAAL is being amortized over a 30 year period, with a flat dollar amortization. The remaining amortization period at June 30, 2013 is 29 years.

#### **NOTE 11 – RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The Town participates in premium-based health care plans for its employees and retirees. The Town participates in a premium-based workers' compensation insurance plan for its employees.

The amount of settlements has not exceeded the coverage in any of the last three fiscal years.

#### **NOTE 12 – CONTINGENCIES**

The Town participates in a number of federal award programs. These programs are subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2013, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 2013.

#### **NOTE 13 – COMMITMENTS**

During fiscal year 2010 the Town established the Wenham Affordable Housing Trust Fund (the Trust). The Trust was initially funded with a \$703,000 gift received in fiscal year 2008 from a real estate developer and a \$208,292 contribution from the CPA Fund. The Trust will be used for the preservation and creation of affordable housing in the Town and will be governed by a Board of Trustees. During fiscal year 2010, the Trust was used to purchase two properties to be resold as affordable housing units. During fiscal year 2011 one of the properties was sold and the remaining property is still being held for resale. The property is reported at its estimated net realizable value as assets held for resale as of June 30, 2013 in the Wenham Affordable Housing Trust major governmental fund.

**NOTE 14 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

During fiscal year 2013, the following GASB pronouncements were implemented:

- GASB Statement #60, *Accounting and Financial Reporting for Service Concession Arrangements*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #61, *The Financial Reporting Entity: Omnibus*. The implementation of this pronouncement did not impact the basic financial statements.
- GASB Statement #63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Financial statement changes include net assets changing to net position and invested in capital assets, net of related debt changing to net investment in capital assets. Notes to the basic financial statements were changed to provide additional disclosure on deferred outflows of resources and deferred inflows of resources.
- GASB Statement #66, *Technical Corrections – 2012, an amendment of GASB Statements No. 10 and No. 62*. The implementation of this pronouncement did not impact the basic financial statements.

The following GASB pronouncements will be implemented in future fiscal years:

- The GASB issued Statement #65, *Items Previously Reported as Assets and Liabilities*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #67, *Financial Reporting for Pension Plans*, which is required to be implemented in fiscal year 2014.
- The GASB issued Statement #68, *Accounting and Financial Reporting for Pensions*, which is required to be implemented in fiscal year 2015.
- The GASB issued Statement #69, *Government Combinations and Disposals of Government Operations*, which is required to be implemented in fiscal year 2015.
- The GASB issued Statement #70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, which is required to be implemented in fiscal year 2014.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

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## ***Required Supplementary Information***

**GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**BUDGETARY BASIS - BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2013

	Budgeted Amounts			
	Amounts Carried Forward From Prior Year	Initial Budget	Original Budget	Final Budget
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ -	\$ 12,209,705	\$ 12,209,705	12,209,705
Motor vehicle and other excise taxes.....	-	490,000	490,000	490,000
Intergovernmental.....	-	1,015,420	1,015,420	1,015,420
Departmental and other.....	-	342,850	342,850	342,850
Investment income.....	-	3,000	3,000	3,000
Miscellaneous.....	-	-	-	-
<b>TOTAL REVENUES.....</b>	<b>-</b>	<b>14,060,975</b>	<b>14,060,975</b>	<b>14,060,975</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	8,215	1,107,114	1,115,329	1,036,360
Public safety.....	-	1,859,684	1,859,684	1,866,328
Education.....	11,356	7,381,076	7,392,432	7,392,432
Public works.....	1,876	1,205,755	1,207,631	1,210,573
Human services.....	-	123,196	123,196	132,354
Culture and recreation.....	-	804,836	804,836	804,798
Pension benefits.....	-	432,484	432,484	432,484
Property and liability insurance.....	-	120,878	120,878	119,573
Employee benefits.....	-	634,542	634,542	687,399
State and county charges.....	-	157,050	157,050	157,050
Debt service:				
Principal.....	-	483,000	483,000	483,000
Interest.....	-	191,942	191,942	200,653
<b>TOTAL EXPENDITURES.....</b>	<b>21,447</b>	<b>14,501,557</b>	<b>14,523,004</b>	<b>14,523,004</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES...</b>	<b>(21,447)</b>	<b>(440,582)</b>	<b>(462,029)</b>	<b>(462,029)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Transfers in.....	-	6,500	6,500	6,500
Transfers out.....	-	(4,475)	(4,475)	(4,475)
Prior year carryforward appropriations.....	21,447	-	21,447	21,447
Free cash.....	-	427,416	427,416	427,416
Other amounts raised and used.....	-	(19,002)	(19,002)	(19,002)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>21,447</b>	<b>410,439</b>	<b>431,886</b>	<b>431,886</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>-</b>	<b>(30,143)</b>	<b>(30,143)</b>	<b>(30,143)</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>-</b>	<b>-</b>	<b>1,071,141</b>	<b>1,071,141</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ -</b>	<b>\$ (30,143)</b>	<b>\$ 1,040,998</b>	<b>1,040,998</b>

See notes to required supplementary information.



Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
\$ 12,442,423	\$ -	\$ 232,718
543,343	-	53,343
968,985	-	(46,435)
496,221	-	153,371
(2,775)	-	(5,775)
28,446	-	28,446
14,476,643	-	415,668
956,202	2,162	77,996
1,819,478	473	46,377
7,389,805	-	2,627
1,160,072	66	50,435
113,343	289	18,722
798,680	150	5,968
428,972	-	3,512
113,578	-	5,995
629,963	-	57,436
157,092	-	(42)
483,000	-	-
200,653	-	-
14,250,838	3,140	269,026
225,805	(3,140)	684,694
6,500	-	-
(4,475)	-	-
-	-	(21,447)
-	-	(427,416)
-	-	19,002
2,025	-	(429,861)
227,830	(3,140)	254,833
1,071,141	-	-
\$ 1,298,971	\$ (3,140)	\$ 254,833

**COMMUNITY PRESERVATION FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES**  
**BUDGETARY BASIS - BUDGET AND ACTUAL**

FISCAL YEAR ENDED JUNE 30, 2013

	Original and Final Budget	Actual Budgetary Amounts	Variance To Final Budget
<b>REVENUES:</b>			
Community preservation surcharge.....	\$ 280,000	\$ 284,650	\$ 4,650
Community preservation state match.....	134,577	141,644	7,067
Investment income.....	5,000	5,123	123
<b>TOTAL REVENUES.....</b>	<b>419,577</b>	<b>431,417</b>	<b>11,840</b>
<b>EXPENDITURES:</b>			
Current:			
Community preservation expenditures.....	60,045	23,996	36,049
Debt service:			
Principal.....	110,000	110,000	-
Interest.....	63,090	63,090	-
<b>TOTAL EXPENDITURES.....</b>	<b>233,135</b>	<b>197,086</b>	<b>36,049</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>186,442</b>	<b>234,331</b>	<b>47,889</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>1,705,583</b>	<b>1,705,583</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 1,892,025</b>	<b>\$ 1,939,914</b>	<b>\$ 47,889</b>

See notes to required supplementary information.

## ***Retirement System Schedules of Funding Progress and Employer Contributions***

The Retirement System Schedule of Funding Progress presents multi-year trend information about whether the actuarial value of planned assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

The Retirement System Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contribution.

**ESSEX REGIONAL RETIREMENT SYSTEM**  
**SCHEDULE OF FUNDING PROGRESS**

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
01/01/11	\$ 278,332,006	\$ 536,115,536	\$ 257,783,530	51.9%	\$ 114,006,815	226.1%
01/01/08	301,420,965	445,171,554	143,750,589	67.7%	111,726,856	128.7%
01/01/06	261,327,047	375,593,562	114,266,515	69.6%	98,641,094	115.8%
01/01/04	229,852,971	333,396,222	103,543,251	68.9%	93,404,002	110.9%
01/01/02	218,346,198	287,390,715	69,044,517	76.0%	85,005,338	81.2%
01/01/00	190,363,700	253,847,100	63,483,400	75.0%	69,525,900	91.3%
01/01/99	180,034,700	268,386,000	88,351,300	67.1%	89,645,300	98.6%
01/01/98	151,293,900	245,965,100	94,671,200	61.5%	85,785,000	110.4%
01/01/96	106,176,700	200,397,500	94,220,800	53.0%	72,953,200	129.2%
01/01/94	80,878,500	178,256,800	97,378,300	45.4%	62,076,500	156.9%
01/01/92	61,357,800	143,785,900	82,428,100	42.7%	52,995,500	155.5%

The Town's share of the UAAL, as of January 1, 2011, is approximately 2%.

See notes to required supplementary information.

**ESSEX REGIONAL RETIREMENT SYSTEM**  
**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

Fiscal Year Ended June 30	System Wide			Town of Wenham	
	Annual Required Contributions	(A) Actual Contributions	Percentage Contributed	(B) Actual Contributions	(B/A) Town's Percentage of System Wide Actual Contributions
2013	\$ 22,770,925	\$ 22,770,925	100%	\$ 426,684	1.87%
2012	21,084,190	21,084,190	100%	396,782	1.88%
2011	19,484,573	19,484,573	100%	394,492	2.02%
2010	17,648,430	17,648,430	100%	374,147	2.12%
2009	16,652,520	16,652,520	100%	338,730	2.03%
2008	15,601,671	15,601,671	100%	327,060	2.10%
2007	15,788,864	15,788,864	100%	308,782	1.96%
2006	16,622,274	16,622,274	100%	295,843	1.78%
2005	13,080,011	13,080,011	100%	276,119	2.11%

The Town's Actual Contributions equaled 100% of its Required Contributions for each year presented.

See notes to required supplementary information.

## ***Other Postemployment Benefits Plan Schedules***

The Schedule of Funding progress compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

The Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

**OTHER POSTEMPLOYMENT BENEFIT PLAN**  
**SCHEDULE OF FUNDING PROGRESS AND EMPLOYER CONTRIBUTIONS**

Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Liability (AAL) Projected Unit Credit (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
7/1/2012	\$ -	\$ 4,006,943	\$ 4,006,943	0%	\$ 3,385,097	118.4%
7/1/2009	-	4,053,759	4,053,759	0%	3,153,907	128.5%

Schedule of Employer Contributions

Fiscal Year Ended	Annual Required Contribution	Actual Contributions Made	Percentage Contributed
6/30/2013	\$ 393,382	\$ 161,613	41%
6/30/2012	376,232	164,212	44%
6/30/2011	381,102	159,968	42%

See notes to required supplementary information.

**OTHER POSTEMPLOYMENT BENEFIT PLAN  
ACTUARIAL METHODS AND ASSUMPTIONS**

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**Actuarial Methods:**

Valuation date.....	July 1, 2012
Actuarial cost method.....	Projected Unit Credit
Amortization method.....	Amortized as a level dollar amount
Remaining amortization period.....	30 years as of July 1, 2012
Asset valuation method.....	Market value

**Actuarial Assumptions:**

Investment rate of return.....	4.0%, per year
Medical/drug cost trend rate.....	3.0% graded to 5.0% over 3 years

**Plan Membership:**

Current retirees, beneficiaries, and dependents...	23
Current active members.....	<u>35</u>
Total.....	<u><u>58</u></u>

See notes to required supplementary information.



**NOTE A – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY****A. Budgetary Information**

Municipal Law requires the Town to adopt a balanced budget that is approved by the Finance Committee (Committee). The Committee presents an annual budget to the Open Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Town Meeting, which has full authority to amend and/or reject the budget or any individual line item, adopts the expenditure budget by majority vote. Increases or decreases subsequent to the approval of the annual budget require a vote at a Special Town Meeting.

The majority of the Town's appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote at Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original fiscal year 2013 budget for the General Fund includes current year appropriations and other amounts to be raised of \$14,642,000, continuing appropriations from prior fiscal year of \$21,000 and a final increase of the budget of approximately \$7,000.

The Town adopts an annual budget for the Community Preservation Fund in conformity with the guidelines described above. The original and final fiscal year 2013 budget includes current year appropriations of \$233,000 and budgeted revenues of \$420,000.

The Town Accountant has the responsibility to ensure that budgetary control is maintained on an individual line item appropriation account basis. Budgetary control is exercised through the Town's accounting system.

**B. Budgetary - GAAP Reconciliation**

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth of Massachusetts (Commonwealth)) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary basis to GAAP basis results for the General Fund for the fiscal year ended June 30, 2013, is presented below:

	General Fund	Community Preservation Fund
Net change in fund balance - budgetary basis.....	\$ 227,830	\$ 234,331
<u>Perspective difference:</u>		
Activity of the stabilization fund recorded in the general fund for GAAP.....	8,366	-
<u>Basis of accounting differences:</u>		
Recognition of revenue based on available criteria.....	44,588	-
Net change in recording 60-day receipts accrual.....	(56,363)	-
Net change in fund balances - GAAP basis.....	\$ <u>224,421</u>	\$ <u>234,331</u>

**NOTE B – PENSION PLAN**

The Town contributes to the Essex Regional Retirement System ("Retirement System"), a cost-sharing, multiple-employer defined benefit pension plan ("Plan") administered by the Essex Regional Retirement Board. The Retirement System provides retirement, disability, and death benefits to members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the Plan. Plan members are required to contribute to the Retirement System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the Retirement System its share of the system-wide actuarially determined contribution which is apportioned among the employers based on active covered payroll.

The schedule of funding progress, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits. Additionally, the schedule of employer contributions, presented as required supplementary information, following the notes to the basic financial statements, presents multiyear trend information for required and actual contributions relating to the cost-sharing plan as a whole, of which the Town is one participating employer, as well as the Town's proportionate share of the plan's annual contributions. This information is designed to be helpful for understanding the scale of the information presented relative to the Town.

The following actuarial methods and assumptions were used in the Retirement System's most recent actuarial valuation:

Actuarial Methods and Assumptions:

Valuation Date.....	January 1, 2011
Actuarial Cost Method.....	Entry Age Normal Cost Method
Amortization Method.....	A combination of level dollar and 4.5% increases for ERI liability along with increasing amortization for the remaining unfunded liability. Increase in total appropriation not to exceed 8%.
Remaining Amortization Period.....	24 years remaining as of July 1, 2011
Asset Valuation Method.....	Sum of actuarial value at beginning of the year and increase in cost value during the year excluding realized appreciation or losses plus 20% of market value at the end of year in excess of the preliminary value, adjusted to be within 20% of their market value.

Actuarial Assumptions:

Investment rate of return.....	8.25%
Projected salary increases.....	5.00%
Cost of living adjustments.....	3.00% for the first \$12,000 of retirement income

Plan Membership:

Retired participants and beneficiaries receiving benefits.....	1,624
Terminated participants entitled to a return of their employee contributions.....	844
Terminated participants with a vested right to a deferred or immediate benefit.....	70
Active participants.....	<u>3,013</u>
Total.....	<u><u>5,551</u></u>

**NOTE C – OTHER POSTEMPLOYMENT BENEFITS PLAN**

The Town administers a single-employer defined benefit healthcare plan ("The Retiree Health Plan"). The plan provides lifetime healthcare, dental, and life insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members.

The Town currently finances its other postemployment benefits (OPEB) on a pay-as-you-go basis. As a result, the funded ratio (actuarial value of assets expressed as a percentage of the actuarial accrued liability) is 0%. In accordance with Governmental Accounting Standards, the Town has recorded its OPEB cost equal to the actuarial determined annual required contribution (ARC) which includes the normal cost of providing benefits for the year and a component for the amortization of the total unfunded actuarial accrued liability of the plan.

The Schedule of Funding Progress presents multi-year trend information which compares, over time, the actuarial accrued liability for benefits with the actuarial value of accumulated plan assets.

Projections of benefits for financial reporting purposes are based on the substantive plan and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The Schedule of Employer Contributions presents multi-year trend information for required and actual contributions relating to the plan.

The Schedule of Actuarial Methods and Assumptions presents factors that significantly affect the identification of trends in the amounts reported.

## **WENHAM AFFORDABLE HOUSING TRUST**

The Town of Wenham Affordable Housing Trust was established in 2009 for the purposes of preserving and creating affordable housing in the Town of Wenham for the benefit of low and moderate income households. The Trust was granted a number of powers related to its mission of creating affordable housing units within the Town, including the ability to buy and sell real estate, make appropriate investments to maximize the return on funds held for the purpose of creating affordable housing, to accept donations and real or personal property for these purposes, and to make other financial commitments including the hiring of necessary real estate, legal, and financial professionals, all with the approval of the Board of Selectmen. Among its other powers and responsibilities, the Trust is directed to monitor and supervise the placement of qualifying individuals into created affordable housing units and monitor the Town's compliance with the state's goals for provision affordable housing, applicable to all Massachusetts cities and towns.

The Trust continues to work on a focused effort to expand the opportunities for the creation of affordable housing units in Wenham. The goal of this effort is to increase the inventory of attractive and affordable housing in the Town to 10% of total of total housing stock, the affordable housing goal established by state law. To meet this requirement the Town currently needs approximately 22 units as of the 2010 census. By reaching the 10% goal, the Town will be able to avoid imposition of so-called G.L. c. 40B housing projects which can override local zoning laws and regulations which could convert some of our significant open space gateway properties into development sites that result in substantial financial burdens on municipal services. Once the 10% affordable housing goal is reached, further development of housing in the Town will be subject only to existing local rules, regulations and policies independent of whether affordable housing is proposed.

Originally, seven Trustees were appointed to carry out the mission of the Trust, including Patrick Wilson, who was appointed before his election to the Board of Selectmen and who continues to serve as the Trust's primary liaison to the Board of Selectmen. Other members who continue to serve since their original two year appointments include Jared Holbrook Ward, former Selectman Larry Schwartz, Jamie White and Joshua Anderson. The Trust members appointed Joshua Chairman in 2011.

The Trust currently has sufficient financial resources to continue its work, drawing upon funds previously established for this purpose with no financial contribution from Town of Wenham operating revenues. The major source of current funding comes the transfer of funds to the Trust that were originally set aside by a developer for the creation of affordable housing. Other sources of funding include transfer of dedicated housing development related funds previously held in WISSH, the so-called Brady Fund, monies from the Community Preservation Fund dedicated for affordable housing development, and affordable housing related funds from the North Shore Home Consortium. Current funds available to the Trust total approximately \$800,000. The Trust currently maintains a housing inventory with a total estimated value of approximately \$150,000, which was prepared for rental and occupied by a qualified household.

In 2011, the Trust, shifted its focus from independently creating affordable units, one unit at a time, to providing gap financing to facilitate the development of affordable housing projects in town that are appropriately located and scaled, and that will bring us to our ten-percent goal and relative autonomy from the provisions of Chapter 40B.

The Trust is constantly on the lookout for suitable opportunities for the creation of affordable housing and seeks the assistance of every town resident to provide information on any potential opportunities where the Trust could facilitate the creation of appropriate affordable housing in Wenham.

Joshua Anderson, Chair

Newly Installed sidewalk on Cedar Street by Wenham Lake



### **Board of Assessors**

For fiscal 2014, the total assessed value for real and personal property increased by \$5,215,764.00 or .781% over last year from \$667,798,528.00.00 to \$673,014,292.00. The reason for the decline in total valuation is the real estate economy remains problematic.

The fiscal year 2014 growth value was \$7,098,466.00 having a corresponding tax dollar growth of \$131,179.65. This is an increase of \$28,141.48 tax dollars as compared to fiscal year 2013.

The fiscal year 2014 tax rate increased \$.40 to \$18.88, or 2.2%, compared to \$18.48 per thousand of assessed valuation for 2013. The median assessed valuation (midpoint of all single family home assessed values) for a single family home in Wenham is \$445,300.00 as compared to the fiscal year 2013 median assessed value of \$447,700.00. The average assessed value for a single family home in Wenham is \$504,400.00; an increase of \$300.00 from the \$504,100.00 average assessed value for fiscal year 2013.

During Fiscal 2013, the Board of Assessors received 29 real estate and personal property abatement applications as compared to 85 applications for the previous year. Of the 29 applications receive, 19 were approved.

We also approved the following real estate tax exemptions as outlined on the following chart.

Statute	Number	Amount
Chapter 59, CL 22, 22A, & 22E - Veterans	13	\$6,750.00
Chapter 59, CL 37A – Blind	4	\$2,000.00
Chapter 59, CL 41A – Tax Deferral	2	\$13,787.92
Chapter 59, CL 41C – Senior 65 & over	13	\$13,000.00
Community Preservation Exemptions	60	\$7,478.30

Three seniors each had their taxes reduced by \$750 as a result of their participation in the Senior Citizens Property Tax Work-off Abatement Program.

We want to thank the Wenham taxpayers, Board of Selectmen, and other Town Boards and Committees for their support over the past year.

Thomas Tanous

Richard Fleming

Lisa Craig

## Annual Report of the Wenham Bicycle and Pedestrian Safety Committee

Our committee is delighted to announce that the last of Wenham's top priority roads, Cedar Street, will have a completed sidewalk by the end of 2014. We hope that you have all had a chance to walk along this path and enjoy the lovely view of Wenham Lake.

Our committee began in 1997 and included concerned residents as well as the DPW, the Police Department, a Selectman and the Tree Warden. Though the size of our committee has fluctuated over the years, there has always be a core group of concerned citizens who cared deeply about the town of Wenham and the safety of our roads. The Committee's focus has always been to develop safe public ways for pedestrians and young bicyclists while maintaining the rural character of the town. A town-funded Master Plan was completed in 1999, which delineated the most problematic roadways in Wenham and provided safe solutions for enhancing pedestrian and bicycle access. In May of 2000, the Wenham Town meeting adopted the Master Plan and appropriated \$25,000 to begin designing sidewalks on Maple Street, Pleasant Street and Larch Row. Improvement to Cherry Street and Topsfield Road had already been completed. In the following years, these streets plus Grapevine Road and Walnut Road were completed. Once Cedar Street is finished, Wenham will now have a total of 8 new sidewalks to enjoy. Residents in the town as well as Gordon College and Mullen Advertising funded these projects. Our committee thanks the residents of Wenham for the wholehearted support that you have given to this endeavor over the years. Though our funds are now near depletion, our committee hopes to study the Main Street sidewalk and search for funding to help repair this vital road in our town.

Thank you,

Frances de Lacvivier, Chair  
William Charman, Finance Director  
Bill Tyack, Head of the DPW  
Patty Cavanaugh, Liaison to Cedar Street  
Harriet Davis  
Albert W. Dodge  
Mary Hull

Senator BruceTarr, Patrick Wilson & Ken Whittaker – Cedar St.





## Building & Grounds Maintenance

### Facilities Director

This is a joint department with Hamilton and is going into its 5<sup>th</sup> year. This job has been both very demanding and challenging at times, keeping up with maintenance of both town buildings, overseeing new projects, scheduling routine maintenance and service of heating and cooling systems.

Part of the goal of this department is to take care of as much maintenance as possible using in house resources, thus saving the towns money.

We have been able to take care of a lot maintenance from in house resources and have done a few projects from in house, some of the projects include a much needed storage shed for the Wenham Police Department built from the ground up, we have totally remolded the bathroom at the Senior Center on School Street as well as installed Wainscot Paneling throughout the building and a fresh new coat of paint. Colors match that of Town Hall for a very nice uniform look of the town buildings.

A new deck was built on the rear of the Fire Station replacing the old rotted one with new composite lumber which should last a long time.

New custom flower boxes were designed and built in-house and are located at most of the intersection's around town.

Numerous small projects have been completed and the department continues to grow.

Facilities Director  
Mark Gates

Bald Eagle on Wenham Lake



## **Wenham Cemetery Commission**

The Wenham Cemetery Commission was deeply saddened by the death of its Chairman Dr. Bryant Barnard. Dr. Barnard enhanced the beauty of the Iron Rail Cemetery with his selection of numerous varieties of trees and shrubs. He was also the driving force behind the restoration of gravestones at the Main Street Cemetery. Another member, Dot Maciejowski, resigned after over thirty years of service. Dot was on board through the establishment of the Iron Rail Cemetery and her insight into cemetery matters will be missed.

As mentioned above, the restoration of graves at Main Street has started and is about halfway done. Hopefully the project will be completed this summer. For those who are interested, the Fannins, who are doing the work, have put together a folder showing before and after photos of their work. It is really quite spectacular!

This year the Cemetery Commission started a buy back policy for plots that were bought in the Main Street Cemetery, but are not going to be used for various reasons. This applies only to the Main Street Cemetery. These will be added to the inventory of available plots for purchase. The commission removed three large dying maples for the protection of visitors and to avert damage to surrounding graves. We are looking at possibly replacing the Main Street watering system as it has ruptured twice resulting in large water bills.

The commission would like to thank Debi Morong for all of the assistance over the past year. We would also like to thank Bill Tyack, George Ricker, and all of the crew who do such a great job maintaining our cemeteries. We would be remiss if we didn't mention John Pews our burial agent whose vast knowledge of our cemeteries makes our work easier. During 2013, six (6) grave plots were sold at the Iron Rail Cemetery.

Richard Caves, Chairman  
Michelle Bailey  
Catherine Tinsley

Wenham Museum



## 2013 Wenham Community Preservation Committee Report

2013 was the ninth year of the Community Preservation Committee (CPC) in Wenham. The CPC is composed of nine (9) members, five (5) from standing town committees or commissions and four (4) at-large members. Committee membership in 2013 was as follows:

Greg Heppner	At-Large	Chair
Jamie White	Wenham Housing Trust	Vice-Chair
Kennon Anderson	At-Large	Secretary
Virginia Rogers	Planning Board	
Jim Howard	Historic District Commission	
Leo Maestranzi	Conservation Commission	
Ted Batchelder	Joint Recreation Committee	
Herb Cheeseman	At-Large	
Tom Starr	At-Large	

The CPC holds bi-weekly meetings on Tuesday evenings in Town Hall in the fall and winter and are open to the public. Meeting notices are posted in Town Hall and on the Town website.

In 2012 the CPC collected \$285,234 on the 3% surcharge on real estate and received a matching grant from the Commonwealth of \$285,234 (100% Match) for a total of \$570,468. The following applications to the CPC were received, reviewed and voted on:

### Spring 2013:

1. HW Community House Cupola	\$20,000	Recommended by CPC	Approved at Town Mtg.
2. Town Hall Preservation Bond	\$168,415	Recommended by CPC	Approved at Town Mtg.
3. Town Records Preservation	\$10,000	Recommended by CPC	Approved at Town Mtg.
4. War Memorial/Recreation	\$10,000	Recommended by CPC	Approved at Town Mtg.
5. Community Housing Trust	\$48,000	Recommended by CPC	Approved at Town Mtg.
6. CPC Administrative Funds	\$6,000	Recommended by CPC	Approved at Town Mtg.
7. War Memorial/Hist. Preservation	\$12,500	Not Recommended by CPC	
8. HW Library Microfilm Reader	<u>\$10,401</u>	Not Recommended by CPC	
Total	\$262,415		

### Fall 2013:

1. Cemetery Head Stones Preservation	<u>\$30,000</u>	Recommended by CPC	Approved at Town Mtg.
Total	\$30,000		

Wenham Town Hall



## **Conservation Commission**

Over 40 percent of the land area in the Town of Wenham meets the scientific or legal definition of wetland. Since the early 1970s, with the passage of the federal Clean Water Act, the ecological and economic importance of wetlands has been recognized. Wetlands filter impurities from storm and wastewater, thus protecting our drinking water sources. They absorb large quantities of water, thus providing protection and a buffer against flooding. They minimize the effects of erosion, by slowing the flow of storm water runoff. Wetlands support a wide variety of fish and wildlife species, including rare and endangered species. In Wenham, wetlands provide habitat for three state listed species, including the blue spotted salamander, wood turtle and eastern box turtle.

The Conservation Commission's role is to preserve and protect the integrity of wetland systems in the Town of Wenham. The Commission derives its authority from the Massachusetts Wetlands Protection Act and the Wenham Water Resources Protection Bylaw (first adopted in 1988, amended in 2008). Any activity within 100 feet of a wetland resource requires review by the Conservation Commission and many may require a permit. Based on the local bylaw, no construction activity may occur closer than 50 feet from a wetland resource and no disturbance of any kind can occur within 30 feet of a wetland. There are limited exemptions to both of these provisions for fences, utility lines, driveways and septic systems (only if no other viable alternatives exist). Under the bylaw, vernal pools are recognized as a resource of special concern and receive extra protection, with activities within 200 feet of vernal pools requiring Commission review.

In 2013, the Commission reviewed and permitted two landscaping and residential remodeling projects. They also reviewed a subdivision plan and resulting two new proposed residential dwellings with associated septic systems, driveways and landscaping. Two culvert replacement projects were reviewed and approved. An Order of Resources Area Delineation was issued for a large property on Dodges Row and the review of a second delineation was underway at the end of the year for a large parcel on Maple Street. The coordinator for the Conservation Commission and Commission members made numerous site visits during 2013 in support of our work.

Commission members continued to participate in the Open Space Committee and the Community Preservation Committee. The Commission has continued its role as overseer of several properties, including the Reynolds Farm parcel.

The coordinator continued to be an excellent liaison between the Commission and other Town departments, which allows for efficient communication and review of Town projects.

In 2013, member Jack Creilson moved out of state and we welcomed Michael Dube as a new member and Michael Novak as an associate member.

Information on approximate wetland locations in the Town of Wenham is available through the Conservation Commission office at Wenham Town Hall. Moreover, the Conservation Commission coordinator is available to help residents make preliminary determinations on wetland locations and boundaries. Actual delineation of wetland boundaries for permitting purposes, however, must be performed by licensed wetland professionals. The Conservation Commission urges Wenham residents with any questions pertaining to wetlands to contact the coordinator at Wenham Town Hall or via email at [ecademartori@wenhamma.gov](mailto:ecademartori@wenhamma.gov).

The Commission encourages all residents to protect Wenham's natural resources by adhering to the state and local wetland laws and by conserving water, recycling and composting organic wastes. The Commission also urges residents to limit their use of fertilizer, weed control chemicals and pesticides and reminds residents that

the use of these substances is strictly regulated near wetlands. For information or guidance on any of these items, please contact the coordinator at Wenham Town Hall or via the email address listed above.

Respectfully submitted

Robert Burnett	Jerome Hunsaker	Jack Creilson (resigned)	Michael Dube
Leo Maestranzi	Malcolm Reid	Stuart Gray	Michael Novak (Assoc)
Philip Colarusso (Chairman)			

Albie Dodge, Mark Andrews, Town Administrator & Winslow Dodge



## **Council on Aging Annual Report 2013**

Fiscal year 2014 has been one of significant change for the Wenham Council on Aging. Our former Director departed in April of 2013 and the position was filled on August 5, 2013. There is some history which I can report which include the COA/Senior Center has begun to capture statistics in a more comprehensive manner using My Senior Center for the first year. It has provided valuable information as to where and what the seniors are doing as well as helping management understand unmet needs. Although the program has only been utilized for one fiscal year, enough data has been captured to signal a need for a different staffing model as well as to highlight the many unmet needs.

Developing and utilizing Community Partnerships has been the lifeboat of the organization. Great effort was focused on utilizing other municipal departments. These Community Partnerships were effective in:

- Reducing program expenses
- Increasing diverse program offerings
- Programming at different locations which encourages seniors to be "out and about in the community"
- Helping other departments including the COA to meet their program goals and to increase the visibility of their own respective departments

Volunteers are the primary infrastructure of the Wenham Council on Aging. If the Community Partnerships are the lifeboat of the Council on Aging, then, the Volunteers are the life rings that kept us afloat. Volunteers helped answer phones, design and edit the newsletters, prepare the newsletters for mailing, facilitate all areas of program management, collected and input statistics in My Senior Center, and their energy and marketing skills helped in raising the visibility of our services and programs. Based on the statistics collected, the Wenham COA had a core of 12 individuals adding 400 volunteer hours just to support daily operations in the office.

As the new Director in Wenham and Outreach Services Coordinator our organization is looking ahead to the future. We will expand our presence in the community and through greater visibility begin to understand the unmet needs of our seniors in Wenham. This knowledge will lead to greater program development and better utilization of local resources.

Respectfully submitted,

James Reynolds

COA Director and Outreach Coordinator

COA Building – School St.



## **FY 2013 Report – Financial Offices**

- Town Accountant
- Treasurer/Collector
- Human Resources
- Finance Director

FY 2013 brought many changes to the Financial Offices. The departure of key department heads, combined with the addition of front line staff and the outsourcing of the Finance Director and Town Accountant positions to a contract services model, allowed the offices to provide better customer service for less overall cost in FY 2013. A summation of the progress made by the offices are listed below:

### **Finance Director**

- Completion and presentation of the FY 2014 municipal budget that met the goals of the Board of Selectmen and Finance & Advisory Committee within a three week period;
- Assisted with the preparation and presentation of the FY 2013 spring town meeting warrant;
- Crafted an affordable plan to restructure the financial offices at proper staffing levels;
- Updated financial policies to resolve FY 12 management letter comments from the auditors;
- Discovered errors on the FY 2013 recap; corrections made in FY 2014 budget process;
- Provided general assistance to management, boards and committees on legal, financial and other issues;
- Prepared DLS gateway reports including Statement of Indebtedness, and Treasurer's Cash
- Attendance of most BOS and Finance Committee meetings;
- Discovery of errors in past practice regarding budgeting and deductions;
- Management and training of Finance Department staff.

### **Treasurer/Collector**

- Completing three months of back posting and deposits within a two week period;
- Updating collection cycles on all other receivables;
- Placement of two years worth of back taxes into tax title; collections of \$209,195.62 by June 30, 2013;
- Implementation of a bi-weekly payroll cycle;
- Reconciliation of Treasurer's cash for FY 2013;
- Discovery of years of adjusting entries in accounts payable and payroll checking accounts; closure of same; contacting holders of uncashed checks;

- Audit of current employee and retiree health insurance enrollment; correcting errors and removal of ineligible retirees from plan – savings of 10k annually;

#### **Accounting**

- Reconciliation of all joint programs with the Town of Hamilton;
- Cashing credits worth 23k with MIIA;
- Timely closure of the FY 2013 budget year;
- Completion of all work papers for the FY 2013 audit in a timely basis;
- Certification of FY 2013 Free Cash six months early;
- Adoption of a weekly accounts payable warrant;
- Attendance and participation at leadership team meetings

This would not have been possible without the vision of the Board of Selectmen, Finance and Advisory Committee, and Town Administration; and the assistance of our departmental staff.

#### **Departed staff members:**

Paula Bartlett; Finance Director

Catherine Gabriel – Town Accountant

#### **Current staff members:**

David Genereux – Finance Director

Justin Cole – Town Accountant

Caroline Johnson – Treasurer/Collector

Leslie Davidson – Payroll/Benefits Coordinator

Karen Guilmette – Collector's Clerk

Respectfully submitted,

David Genereux

Finance Director



City/Town of WENHAM

Cash Reconciliation for June 30, 2013

Total Treasurer's Cash and Investments (6/30 quarterly report)	<u>\$6,618,284.89</u>
Other trust funds not in custody of Treasurer	<u>\$0.00</u>
Total Cash and Investments	<u><u>\$6,618,284.89</u></u>

Accountant's/Auditor's Cash and Investments (per balance sheet)

General Fund	<u>\$1,511,761.00</u>
Special Revenue Funds	<u>\$2,791,439.00</u>
Capital Projects Funds	<u>\$263,305.00</u>
Enterprise Funds	<u>\$0.00</u>
Trust and Agency Funds	<u>\$2,076,865.00</u>
Total per general ledger	<u><u>\$6,643,370.00</u></u>

Reconciling Items (specify)

Warrants Payable	<u>\$0.00</u>
Petty Cash	<u>\$0.00</u>
	<u>\$0.00</u>
Treasurer Timing on Payroll EFT	<u>\$-4,461.79</u>
Deposits in Transit	<u>\$-20,666.75</u>
	<u>\$0.00</u>
	<u>\$0.00</u>

Total Adjusted Accountant's/Auditor's Cash and Investments	<u><u>\$6,618,241.46</u></u>
--	------------------------------

Variance (explain)	<u><u>\$43.43</u></u>
--------------------	-----------------------

Unreconciled variance between cash book and GL

David Genereux, Finance Director Consultant, Wenham, 978-468-5520  
(Treasurer)

10/3/2013 3:19 PM  
(Date)

Justin Cole, Financial Consultant, Wenham, 978-468-5520  
(Accountant/Auditor)

10/3/2013 2:28 PM  
(Date)

Massachusetts Department of Revenue, Division of Local Services  
Quarterly Cash Report  
City/Town of WENHAM  
Fiscal Year: 2013

PART I

A. Cash and Checks in Office	300.00
B. Non-Interest Bearing Checking Account	0.00
C. Interest Bearing Checking Account	50.34
D. Liquid Investments	4,305,465.55
E. Term Investments	0.00
F. Trust Funds	2,312,469.00

Total: Cash and Investments 6,618,284.89

Year-End Cash Report Document Uploaded : DORQuarterly2013.xls

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for his certification of Part II.

David Genereux, Finance Director Consultant, Wenham, 978-468-5520  
(Treasurer)

10/3/2013 3:21 PM  
(Date)

PART II

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is in agreement with the general ledger controls in my department.

(If unsigned, complete Part III of uploaded report.)

Justin Cole, Financial Consultant, Wenham, 978-468-5520  
(Accountant/Auditor)

10/3/2013 2:19 PM  
(Date)

PART III

See Part III of uploaded report

Justin Cole, Financial Consultant, Wenham, 978-468-5520  
(Accountant/Auditor)

10/3/2013 2:19 PM  
(Date)

Treasurer's Cash Balance as of June 30, 2013

Bank	Statement Balance
Cash in Office	300.00
Interest Bearing Checking	
Century Bank - Lockbox Collections	356,274.08
Eastern Bank - General Depository	1,731,503.27
Eastern Bank - Payroll Account	0.97
Eastern Bank - Payroll Tax Account	43.46
Eastern Bank - Vendor Account	5.91
Unibank - Online	446,276.45
Liquid Investments	
Century Bank - Money Market Account	2,402.03
Eastern - Burley Street Contingency Fund	361.71
Eastern - Iron Rail Security Deposit	6,885.51
Eastern - Mullen Money Market	5,011.72
Eastern - Planning Board Money Market	5,154.86
Eastern - Town Hall/Police Station Money Market	24,248.96
Salem Five - CPA Money Market	1,709,881.85
TD BankNorth - Investment Account	38,131.86
Trust Funds	
Bartholomew - Trust Investment Account	1,656,488.65
Citizens - Affordable Housing Account	655,980.35
Deposits in Transit as of June 30	(20,686.75)
<b>Total Treasurer's Cash Balance</b>	<b>6,613,284.89</b>

Massachusetts Department of Revenue, Division of Local Services  
Schedule of Outstanding Receivables  
City/Town of WENHAM  
Fiscal Year: 2013

	Detail per Treasurer/Collector	Balance per General Ledger	Variance
<b>Real Estate Taxes</b>			
Levy of 2013	169827	169827	0
Levy of 2012	48990	48990	0
Levy of 2011	20714	20714	0
Levy of 2010	-1141	-1141	0
Prior Years	-8	-8	0
Total	238382	238382	0
<b>Personal Property Taxes</b>			
Levy of 2013	626	626	0
Levy of 2012	433	433	0
Levy of 2011	2396	2396	0
Levy of 2010	1231	1231	0
Prior Years	2125	2125	0
Total	6811	6811	0
<b>Deferred Property Taxes</b>			
Deferred Property Taxes	105325	105325	0
<b>Taxes in Litigation</b>			
Taxes in Litigation	0	0	0
<b>Motor Vehicle Excise</b>			
Levy of 2013	30975	30835	140
Levy of 2012	5063	5288	-225
Levy of 2011	1976	2015	-39
Levy of 2010	749	749	0
Prior Years	21935	21935	0
Total	60698	60822	-124
<b>Tax Liens/Tax Title</b>			
Tax Liens/Tax Title	107975	107022	953
<b>Tax Foreclosures/Tax Possessions</b>			
Tax Foreclosures/Tax Possessions	297007	297007	0
<b>Other Excise Taxes</b>			
Boat Excise	0	0	0
Farm animal excise	0	0	0

Massachusetts Department of Revenue, Division of Local Services  
Schedule of Outstanding Receivables  
City/Town of WENHAM  
Fiscal Year: 2013

		Detail per Treasurer/Collector	Balance per General Ledger	Variance
Classified forest land		0	0	0
Other:		0	0	0
Other:		0	0	0
<b>User Charges Receivables</b>				
Water		0	0	0
Sewer		0	0	0
Other:	WATER LIEN	1682	1682	0
Other:	WATER LIEN FEE	425	425	0
Other:		0	0	0
Other:		0	0	0
<b>Utility Liens Added to Taxes</b>				
Utility Liens Added to Taxes		0	0	0
<b>Departmental and Other Receivables</b>				
Ambulance		0	0	0
Other:	IRON RAIL RENTAL	23674	23674	0
Other:	PILOT	225	225	0
Other:	CPA	4848	5047	-199
Other:		0	0	0
<b>Special Assessments Receivable</b>				
Unapportioned assessments		0	0	0
Apportioned assessments added to taxes		0	0	0
Committed interest added to taxes		0	0	0
Apportioned assessments not yet due		0	0	0
Suspended assessments		0	0	0
Special assessments tax liens		0	0	0

Justin Cole, Financial Consultant, Wenham, 978-468-5520  
(Accountant/Auditor)

10/3/2013 3:01 PM  
(Date)

David Genereux, Finance Director Consultant, Wenham, 978-468-5520  
(Collector/Treasurer)

10/3/2013 3:20 PM  
(Date)

David Genereux, Finance Director Consultant, Wenham, 978-468-5520  
(Treasurer)

10/3/2013 3:21 PM  
(Date)

## Massachusetts Department of Revenue

## Division of Local Services

## Bureau of Accounts

## Statement of Indebtedness

Wenham, Massachusetts

FY13

Long Term Debt Inside the Debt Limit	Outstanding July 1, 2012	+ Issued	- Retired	= Outstanding June 30, 2013	Interest Paid in FY13
Building	5,659,000	-	464,000	5,195,000	225,642
Departmental Equipment	370,000	-	90,000	280,000	13,099
School Buildings	-	-	-	-	-
School Other	-	-	-	-	-
Sewer	615,000	-	39,000	576,000	16,288
Solid Waste Landfill	-	-	-	-	-
Other Inside	-	-	-	-	-
<b>SUB-TOTAL Inside</b>	<b>6,644,000</b>	<b>-</b>	<b>593,000</b>	<b>6,051,000</b>	<b>255,029</b>
Long Term Debt Outside the Debt Limit					
Airport	-	-	-	-	-
Gas/Electric Utility	-	-	-	-	-
Hospital	-	-	-	-	-
School Buildings	-	-	-	-	-
Sewer	-	-	-	-	-
Solid Waste Landfill	-	-	-	-	-
Water	846,000	-	112,000	734,000	34,492
Other Outside	-	-	-	-	p
<b>SUB-TOTAL Outside</b>	<b>846,000</b>	<b>-</b>	<b>112,000</b>	<b>734,000</b>	<b>34,492</b>
<b>GRAND TOTAL</b>	<b>7,490,000</b>	<b>-</b>	<b>705,000</b>	<b>6,785,000</b>	<b>289,521</b>

Please complete both sides of this report and return it to the Division of Local Services no later than September 30th.

I certify to the best of my knowledge that this information is complete and accurate as of this date.

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that long and short term debt as identified in this Statement of Indebtedness is in agreement with the general ledger controls in my department and are also reflected on the balance sheet.

Accounting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

TOWN OF WENHAM, MASSACHUSETTS  
AUTHORIZED UNISSUED DEBT

DATE OF AUTHOR	AMOUNT ORIGINALLY AUTHORIZED	AMOUNT REMAINING	AUTHORIZED UNEXPENDED	PURPOSE	LAW CITE	MAXIMUM TERM	NOTES OUTSTANDING	MATURITY DATE	ROLLOVER DATES	TOTAL PAID/WOY GRANTS MAY	RESIDUAL AMOUNT
9/01/047	950,000	26,000 RD 228,188 S-41/2D+G 12,000 PD 6/1/2010	50,811	Water Tower	44-87(7)	10 Yrs				PD-2/6/08 #44	0
8/14/08 (1)	1,029,000	1,172,189 660,311 S-41/2C+D	0	Drainage/Paved Road	44-7(7)	30 Yrs				C-2/6/08 PD-2/6/08 #44	88,032
9/8/07 (14)	75,000	75,000	75,000	Water Tower	44-44(2)	10 Yrs				0	75,000
6/11/13 (10)	644,809	288,000 S-41/2D+G 137,000 SHS/N-12/2011	289,808	EUCD	44-7(3)	20 YRS				0	240,809
8/18/11 (R. OI)	100,000		20,000	DHW Equipment	44-7(6)					0	20,000
		2,487,189	413,765							163,092	163,092
<b>OTHER DEBT ISSUES</b>											
SAH	0	0	0	Ch. 90 Highway	44-8A	N/A		0	N/A		0
SUB-TOTAL		0	0					0			0
TOTAL		2,487,189	413,765					0			163,092

	Governmental Fund Types			Fiduciary Fund Types	Memo Group	
	General Fund	Special Revenue Funds	Capital Projects Funds	Trust & Agency Funds	General Long Term Debt Fund 060	(Memorandum Only)
Assets and Other Debits						
Cash:						
Unrestricted checking	1,511,951	2,791,438	263,305	1,296,530	-	5,952,834
Petty Cash	400	-	-	-	-	400
Restricted savings	-	-	-	790,335	-	790,335
Total cash and investments	1,511,781	2,791,438	263,305	2,076,865	-	6,643,370
Taxes and Excises Receivable:						
Personal property taxes receivable	6,911	-	-	-	-	6,911
Real estate taxes receivable	236,381	-	-	-	-	236,381
Community Preservation Act (CPA)	-	5,047	-	-	-	5,047
Deferred Real Estate	105,325	-	-	-	-	105,325
Tax liens	107,022	-	-	-	-	107,022
Tax Possessions	297,007	-	-	-	-	297,007
Excise taxes	80,822	-	-	-	-	80,822
Total taxes and excises receivable	815,358	5,047	-	-	-	820,416
Other Assets						
Other Committed Receivables	23,859	2,753	-	-	-	26,652
Total Other Assets	23,859	2,753	-	-	-	26,652
User Charges, Liens and Assessments:						
Enterprise Charges, Use and Liens	-	33,762	-	-	-	33,762
Total user charges, liens and assessments	-	33,762	-	-	-	33,762
Due from other funds	44,732	284,987	-	-	-	329,699
Due From Other Agency	44,732	284,987	-	-	-	329,699
Total government receivables	44,732	284,987	-	-	-	329,699
Amounts to be Provided for the Repayment of LT Debt	2,395,760	3,117,967	263,305	2,076,865	6,785,000	14,638,897
TOTAL ASSETS AND OTHER DEBITS	(140,598)	-	-	-	-	(140,598)
Liabilities and Other Credits						
Warrants payable	(71,566)	-	-	-	-	(71,566)
Payroll Payable	(285)	-	-	-	-	(285)
Other Agency Withholdings	(352)	-	-	-	-	(352)
Abandoned Property & Tellings	-	-	-	(26,456)	-	(26,456)
Other liabilities	-	-	-	-	-	-
Deferred Revenue						
Real estate and personal property taxes	(158,829)	-	-	-	-	(158,829)
Provision for abate. & exempt	(89,263)	-	-	-	-	(89,263)
Community Preservation Act (CPA)	-	(5,047)	-	-	-	(5,047)
Deferred Real Estate	(105,325)	-	-	-	-	(105,325)
Tax Liens	(107,022)	-	-	-	-	(107,022)
Tax Possessions	(297,007)	-	-	-	-	(297,007)
Excise Taxes	(80,822)	-	-	-	-	(80,822)
Enterprise Charges, Use and Liens	(33,762)	-	-	-	-	(33,762)
Departmental Receivables	(2,753)	-	-	-	-	(2,753)
Due from State & Federal	(68,487)	(384,987)	-	-	-	(453,474)
Total Deferred Revenue	(893,995)	(326,528)	-	-	-	(1,219,523)
Long-term bonds	-	-	-	-	(6,785,000)	(6,785,000)
School Construction Outstanding -SBAB	-	-	-	-	-	-
TOTAL LIABILITIES AND OTHER CREDITS	(1,098,790)	(326,528)	-	(26,456)	(6,785,000)	(8,234,775)
Fund equity:						
Fund Balance	-	(790,621)	-	-	-	(790,621)
Fund Balance Reserved for Expenditures	-	-	-	(790,335)	-	(790,335)
Designated	(3,140)	-	-	-	-	(3,140)
Designated for Encumbrances	(9,977)	-	-	-	-	(9,977)
Designated for Appropriation	-	-	-	-	-	-
Snow & Ice Deficits to be Raised	27,467	(2,000,818)	(253,305)	(1,280,074)	-	(4,937,517)
Overlay Deficits to be Raised	(1,313,320)	(2,781,438)	(253,305)	(2,050,405)	-	(6,404,123)
Undesignated	(2,395,760)	(3,117,967)	(253,305)	(2,076,865)	(6,785,000)	(14,638,897)
TOTAL LIABILITIES AND FUND BALANCES	(2,395,760)	(3,117,967)	(253,305)	(2,076,865)	(6,785,000)	(14,638,897)



**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE  
TAX RATE RECAPITULATION  
OF  
WENHAM**

FISCAL 2013

City / Town / District

**I. TAX RATE SUMMARY**

1a. Total amount to be raised (from IIe) \$ 16,017,427.67  
 1b. Total estimated receipts and other revenue sources (from IIIe) 3,676,510.88  
 1c. Tax levy (1a minus 1b) \$ 12,340,916.79  
 1d. Distribution of Tax Rates and levies

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	95.6449%	11,803,457.52	638,715,478	18.48	11,803,462.03
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	2.9008%	357,985.31	19,371,761	18.48	357,990.14
Net of Exempt					0.00
Industrial	0.1533%	18,918.63	1,023,600	18.48	18,916.13
<b>SUBTOTAL</b>	<b>98.6990%</b>		<b>659,110,839</b>		<b>12,180,368.30</b>
Personal	1.3010%	160,555.33	8,687,689	18.48	160,548.49
<b>TOTAL</b>	<b>100.0000%</b>		<b>667,798,528</b>		<b>12,340,916.79</b>

MUST EQUAL IC

Board of Assessors of

WENHAM

City / Town / District

**NOTE : The information was Approved on 12/13/2012.**

Stephen B. Gasperoni, Chief Assessor, Wenham, 978-468-5520

11/29/2012 2:55 PM

I am authorized to sign for the Wenham Board ...

Stephen B. Gasperoni, Chief Assessor, Wenham, 978-468-5620

11/29/2012 2:55 PM

I am authorized to sign for the Wenham Board ...

Stephen B. Gasperoni, Chief Assessor, Wenham, 978-468-5620

11/29/2012 2:55 PM

I am authorized to sign for the Wenham Board ...

Assessor

Date

(Comments)

**Do Not Write Below This Line -- For Department of Revenue Use Only**

Reviewed By

Everett Griffiths

Date :

13-DEC-12

Approved :

Gerard Perry

Director of Accounts



(Gerard D. Perry)

## TAX RATE RECAPITULATION

FISCAL 2013

WENHAM

City / Town / District

**II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	15,698,687.22
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes		0.00
2. Debt and interest charges not included on page 4		0.00
3. Final court judgements		0.00
4. Total overlay deficits of prior years		19,002.57
5. Total cherry sheet offsets (see cherry sheet 1-ER)		7,001.00
6. Revenue deficits		0.00
7. Offset receipts deficits Ch. 44, Sec. 53E		4,474.74
8. Authorized Deferral of Teachers' Pay		0.00
9. Snow and ice deficit Ch. 44, Sec. 31D		0.00
10. Other (specify on separate letter)		0.00
TOTAL Ilb (Total lines 1 through 10)		30,478.31
Ilc. State and county cherry sheet charges (C.S. 1-EC)		157,050.00
Ild. Allowance for abatements and exemptions (overlay)		131,212.14
Ile. Total amount to be raised (Total Ila through Ild)	\$	16,017,427.67

**III. Estimated receipts and other revenue sources**

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	380,962.00
2. Massachusetts school building authority payments		0.00
TOTAL IIIa		380,962.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 23)		1,936,705.66
2. Offset Receipts (Schedule A-1)		0.00
3. Enterprise Funds (Schedule A-2)		0.00
4. Community Preservation Funds (See Schedule A-4)		647,167.00
TOTAL IIIb		2,583,872.66
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))		0.00
2. Other available funds (page 4, col.(d))		284,260.22
TOTAL IIIc		284,260.22
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2012		427,416.00
b. Free cash..appropriated on or after July 1, 2012		0.00
2. Municipal light source		0.00
3. Teachers' pay deferral		0.00
4. Other source :		0.00
TOTAL IIId		427,416.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	\$	3,676,510.88

**IV. Summary of total amount to be raised and total receipts from all sources**

a. Total amount to be raised (from Ile)	\$	16,017,427.67
b. Total estimated receipts and other revenue sources (from IIIe)	\$	3,676,510.88
c. Total real and personal property tax levy (from Ic)	\$	12,340,916.79
d. Total receipts from all sources (total IVb plus IVc)	\$	16,017,427.67

## LOCAL RECEIPTS NOT ALLOCATED \*

## TAX RATE RECAPITULATION

WENHAM

City/Town/District

	(a) Actual Receipts Fiscal 2012	(b) Estimated Receipts Fiscal 2013
=> 1 MOTOR VEHICLE EXCISE	490,670.39	490,000.00
=> 2 OTHER EXCISE	0.00	0.00
=> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	33,466.17	37,500.00
=> 4 PAYMENTS IN LIEU OF TAXES	12,746.99	12,500.00
5 CHARGES FOR SERVICES - WATER	458,253.09	459,397.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00
9 OTHER CHARGES FOR SERVICES	43,235.70	32,500.00
10 FEES	13,398.14	10,500.00
11 RENTALS	129,166.00	130,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	3,052.80	3,000.00
14 DEPARTMENTAL REVENUE - CEMETERIES	8,525.00	7,500.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	30,256.00	24,650.00
17 LICENSES AND PERMITS	66,413.65	58,600.00
18 SPECIAL ASSESSMENTS	600,304.75	641,458.66
=> 19 FINES AND FORFEITS	26,702.50	26,100.00
=> 20 INVESTMENT INCOME	2,575.36	3,000.00
=> 21 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	72.41	0.00
22 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	78,396.06	0.00
23 TOTALS	\$ 1,997,235.01	\$ 1,936,705.66

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2013 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Catherine M. Gabriel, Town Accountant, Wenham, 978-468-5520

12/4/2012 1:53 PM

Accounting Officer

Date

\* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

=> Written documentation should be submitted to support increases/ decreases of FY 2012 estimated receipts to FY2013 estimated

**CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING**

**TAX RATE RECAPITULATION**

**WENHAM**

**FISCAL 2013**

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a)  Total Appropriations of Each Meeting	(b) **  From Raise and Appropriate	(c)  From Free Cash See B-1	(d)  From Other Available Funds See B-2	(e)  From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) ***  Revolving Funds (See A-3)	(g)  Borrowing Authorization
02/15/2012	2012	24,231.00	0.00	0.00	24,231.00	0.00	0.00	0.00
02/15/2012	2012	34,700.00	0.00	0.00	34,700.00	0.00	0.00	0.00
05/05/2012	2012	62,108.00	0.00	0.00	62,108.00	0.00	0.00	0.00
05/05/2012	2012	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00
05/05/2012	2012	14,762,260.00	14,762,260.00	0.00	0.00	0.00	0.00	0.00
05/05/2012	2012	152,698.00	0.00	0.00	152,698.00	0.00	0.00	0.00
05/05/2012	2012	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00
05/05/2012	2012	6,500.00	0.00	0.00	6,500.00	0.00	0.00	0.00
05/05/2012	2012	10,500.00	0.00	0.00	0.00	10,500.00	0.00	0.00
05/05/2012	2012	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
05/05/2012	2012	30,000.00	0.00	0.00	0.00	30,000.00	0.00	0.00
05/05/2012	2012	110,000.00	0.00	0.00	0.00	110,000.00	0.00	0.00
05/05/2012	2012	63,090.00	0.00	0.00	0.00	63,090.00	0.00	0.00
10/27/2012	2012	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00
10/27/2012	2012	4,023.22	0.00	0.00	4,023.22	0.00	0.00	0.00
05/05/2012	2012	419,577.00	0.00	0.00	0.00	419,577.00	0.00	0.00
<b>Totals</b>		<b>15,698,687.22</b>	<b>14,767,260.00</b>	<b>0.00</b>	<b>284,260.22</b>	<b>647,167.00</b>		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

WENHAM

Trudy Reid, Town Clerk, Wenham, 978-468-5520

12/13/2012 11:54 AM

City/Town/District

Clerk

Date

TOWN OF WENHAM  
FINDING APPROPRIATE  
FY 2013

Revenues and Sources

(78-5)

(M-O-P-K)

MEMO

(J-K)

Cat	Category	Funding Source	STM 02/15/12	Orig. TM Budget 5/2012	Fall TM 11/2012	Recap	Adj. Rec'd to TM	Reserve Fund	Ch. 41 33R	Final Budget	VADAR	Variance
1 Taxes		ATM May 2012 Article 9	\$	\$	12,424,566	\$	\$	\$	\$	12,340,916	\$	\$
1 New Growth		ATM May 2012 Article 9	\$	\$	50,000	\$	\$	\$	\$	50,000	\$	\$
Total Taxes			\$	\$	12,474,566	\$	\$	\$	\$	12,340,916	\$	\$
2 C.S. 1-ER		ATM May 2012 Article 9	\$	\$	354,795	\$	\$	\$	\$	380,962	\$	\$
Total Cherry Sheet			\$	\$	354,795	\$	\$	\$	\$	380,962	\$	\$
3 LR - MVE		ATM May 2012 Article 9	\$	\$	490,000	\$	\$	\$	\$	490,000	\$	\$
3 LR Penalties and Interest		ATM May 2012 Article 9	\$	\$	41,846	\$	\$	\$	\$	37,500	\$	\$
3 LR - PILOTS		ATM May 2012 Article 9	\$	\$	12,500	\$	\$	\$	\$	12,500	\$	\$
3 LR - Charges for Services - Water		ATM May 2012 Article 9	\$	\$	459,387	\$	\$	\$	\$	459,387	\$	\$
3 LR - Other Charges for Services		ATM May 2012 Article 9	\$	\$	32,300	\$	\$	\$	\$	32,300	\$	\$
3 LR - Fees		ATM May 2012 Article 9	\$	\$	10,500	\$	\$	\$	\$	10,500	\$	\$
3 LR - Rentals		ATM May 2012 Article 9	\$	\$	130,000	\$	\$	\$	\$	130,000	\$	\$
3 LR - Departmental Revenue - Libraries		ATM May 2012 Article 9	\$	\$	9,000	\$	\$	\$	\$	9,000	\$	\$
3 LR - Departmental Revenue - Cemeteries		ATM May 2012 Article 9	\$	\$	7,500	\$	\$	\$	\$	7,500	\$	\$
3 LR - Other Departmental Revenue		ATM May 2012 Article 9	\$	\$	24,650	\$	\$	\$	\$	24,650	\$	\$
3 LR - Licenses & Permits		ATM May 2012 Article 9	\$	\$	58,600	\$	\$	\$	\$	58,600	\$	\$
3 LR - Special Assessments		ATM May 2012 Article 9	\$	\$	641,459	\$	\$	\$	\$	641,459	\$	\$
3 LR - Fines and Forfeits		ATM May 2012 Article 9	\$	\$	26,100	\$	\$	\$	\$	26,100	\$	\$
3 LR - Interest Income		ATM May 2012 Article 9	\$	\$	3,000	\$	\$	\$	\$	3,000	\$	\$
Total Local Receipts			\$	\$	1,941,012	\$	\$	\$	\$	1,936,705	\$	\$
4 FY 2012 Transfer Articles - SATM		ATM May 2012 Article 2	\$	\$	90,127	\$	\$	\$	\$	90,127	\$	\$
4 Community Preservation Act		ATM May 2012 Article 10	\$	\$	660,829	\$	\$	\$	\$	647,167	\$	\$
4 Chapter 90		ATM May 2012 Article 11	\$	\$	154,272	\$	\$	\$	\$	152,698	\$	\$
4 Free Cash - To Level the Tax Rate		ATM May 2012 Article 13	\$	\$	427,416	\$	\$	\$	\$	427,416	\$	\$
Total GF Other Financing Sources			\$	\$	1,332,443	\$	\$	\$	\$	1,227,281	\$	\$
5 Article 1 FY 2012 Transfer - Police Officer/Reserve Fund		STM February 2012 Article 1	\$	\$	24,231.00	\$	\$	\$	\$	24,231.00	\$	\$
5 Article 2 FY 2012 Transfer - Water Generator		STM February 2012 Article 2	\$	\$	34,700.00	\$	\$	\$	\$	34,700.00	\$	\$
5 Article 3 FY 2012 Transfer - Pleasant Street Pump Station		ATM May 2012 Article 6	\$	\$	62,108.00	\$	\$	\$	\$	62,108.00	\$	\$
5 Article 15 - Cemetery		ATM May 2012 Article 15	\$	\$	6,500.00	\$	\$	\$	\$	6,500.00	\$	\$
5 Article 2 STM Water Reserves		STM October 2012 Article 2	\$	\$	68,608	\$	\$	\$	\$	68,608	\$	\$
Total Reappropriation from Available Funds			\$	\$	58,991	\$	\$	\$	\$	58,991	\$	\$
Total Sources			\$	\$	16,171,624	\$	\$	\$	\$	16,017,427	\$	\$
6 Omnibus Budget - Moderator		ATM May 2012 Article 9	\$	\$	50	\$	\$	\$	\$	50	\$	\$
6 Omnibus Budget - Administrator		ATM May 2012 Article 9	\$	\$	12,812	\$	\$	\$	\$	12,812	\$	\$
6 Omnibus Budget - Finance & Advisory Committee		ATM May 2012 Article 9	\$	\$	102,500	\$	\$	\$	\$	102,500	\$	\$
6 Omnibus Budget - Reserve Fund		ATM May 2012 Article 9	\$	\$	250	\$	\$	\$	\$	250	\$	\$
6 Omnibus Budget - Town Accountant		ATM May 2012 Article 9	\$	\$	150,000	\$	\$	\$	\$	150,000	\$	\$
6 Omnibus Budget - Municipal Audit		ATM May 2012 Article 9	\$	\$	55,740	\$	\$	\$	\$	55,740	\$	\$
6 Omnibus Budget - Assessors		ATM May 2012 Article 9	\$	\$	20,000	\$	\$	\$	\$	20,000	\$	\$
6 Omnibus Budget - Treasurer/Collector		ATM May 2012 Article 9	\$	\$	89,903	\$	\$	\$	\$	89,903	\$	\$
6 Omnibus Budget - Legal Services		ATM May 2012 Article 9	\$	\$	153,975	\$	\$	\$	\$	153,975	\$	\$
6 Omnibus Budget - Information Technology		ATM May 2012 Article 9	\$	\$	22,000	\$	\$	\$	\$	22,000	\$	\$
6 Omnibus Budget - Town Hall		ATM May 2012 Article 9	\$	\$	72,696	\$	\$	\$	\$	72,696	\$	\$
6 Omnibus Budget - Town Clerk		ATM May 2012 Article 9	\$	\$	91,790	\$	\$	\$	\$	91,790	\$	\$
6 Omnibus Budget - Elections & Registrations		ATM May 2012 Article 9	\$	\$	46,400	\$	\$	\$	\$	46,400	\$	\$
6 Omnibus Budget - Permitting/Land Use		ATM May 2012 Article 9	\$	\$	14,628	\$	\$	\$	\$	14,628	\$	\$
6 Omnibus Budget - Building & Grounds Maintenance		ATM May 2012 Article 9	\$	\$	69,291	\$	\$	\$	\$	69,291	\$	\$
6 Omnibus Budget - Senior Center		ATM May 2012 Article 9	\$	\$	152,354	\$	\$	\$	\$	152,354	\$	\$
6 Omnibus Budget - Town Report		ATM May 2012 Article 9	\$	\$	3,000	\$	\$	\$	\$	3,000	\$	\$
6 Omnibus Budget - Train		ATM May 2012 Article 9	\$	\$	46,225	\$	\$	\$	\$	46,225	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	1,091,646	\$	\$	\$	\$	1,091,646	\$	\$
6 Omnibus Budget - Police Station		ATM May 2012 Article 9	\$	\$	25,807	\$	\$	\$	\$	25,807	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	509,038	\$	\$	\$	\$	509,038	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	24,648	\$	\$	\$	\$	24,648	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	36,828	\$	\$	\$	\$	36,828	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	2,000	\$	\$	\$	\$	2,000	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	3,300	\$	\$	\$	\$	3,300	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	13,991	\$	\$	\$	\$	13,991	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	21,795	\$	\$	\$	\$	21,795	\$	\$
6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	1,091,646	\$	\$	\$	\$	1,091,646	\$	\$
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6 Omnibus Budget - Fire Station		ATM May 2012 Article 9	\$	\$	25,807	\$	\$	\$	\$	25,807	\$	\$
6 Omnibus Budget - Fire Station												



## FY 2013

Worksheet Total  
Pg 4 Recap Sht Tot  
Difference

Massachusetts Department of Revenue Division of Local Services  
Amy Pitter, Commissioner  
Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

Friday, November 01, 2013

David Genereux  
Finance Director Consultant  
Town of Wenham

Re: **NOTIFICATION OF FREE CASH APPROVAL - Wenham**

Based upon the unaudited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2013 for the Town of Wenham is:

General Fund        \$ 797,322

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be e-mailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

Sincerely,

A handwritten signature in black ink, reading "Gerard D. Perry". The signature is written in a cursive style with a large, sweeping initial "G".

Gerard D. Perry  
Director of Accounts



### **Wenham Fire Department Report ~ 2013**

There were 595 incidents this year, with a breakdown into the following categories (as established by the National and Massachusetts Incident Reporting system):

<u>Incident Type</u>	<u>Number of incidents</u>	<u>Percent of total calls</u>
Fire	16	2.6
Rescue; Emergency Medical Services	336	56.47
Hazardous Condition	26	4.36
Service Call	59	9.91
Good intent	24	4.03
False alarm & False calls	134	22.52

The Fire Department has had a very active year; our emergency responses continue to increase.

A "S.A.F.E. Grant" (Student Awareness of Fire Education) of \$3,186.00 was obtained through the State to support educational activities for youth; this year, an additional \$2,518.00 was obtained for "Senior Safe" (senior citizens). Educational programs remain an important aspect of the Fire Department. Firefighters hosted the annual Fire Day at the Wenham Village Improvement Society's summer program in August. Fire Day combines fire safety education with relays and fun with foam delivered through the fire nozzles. As has become an annual custom, the Fire Department led training for the residential staff at Gordon College. The college students rotated through stations of fire-related activities ("smoke filled" dorm rooms, a stove fire, fire extinguisher training). Special thanks go to Senator Bruce Tarr and Representative Brad Hill for their efforts to maintain this S.A.F.E. grant program in the State. This grant is the main source of funds for the important fire education programs of the Fire Department.

In June Lieutenant Robert Brown retired from the Department. Bob was a very active and important member of the Department for thirty-seven years.

Three provisional fire fighters were appointed in June: Michael Allain, Zachary Ingraham, and David Marsh. All three are certified Emergency Medical Technicians. The Essex County Regional Dispatch Center opened on June 27<sup>th</sup>. The Towns of Essex and Wenham were the first to start at the new center under the direction of Thomas Dubus.

Firefighters Gary Blaney and Robert Wallace were promoted to the rank of Lieutenant in September.

The Fire Department roster includes a total of 29 members. In December, firefighters Michael Allain and Zachary Ingraham graduated from the Massachusetts Firefighting Academy Call/Volunteer Firefighter Training Class #047 with their "Firefighter 1 and 2". This course represents a tremendous time commitment, which is greatly appreciated.

Throughout the year, the Department led programs for various ages. Fire Prevention Week in October was particularly busy. The State's S.A.F.E. Trailer was brought to Wenham again this year to support the fire safety program in the elementary schools. Children were able to practice "stop-drop-and roll" and evacuation

techniques in a controlled environment. In addition, students learned about matches and lighter safety. The family Open House / Papa Gino's Pizza program is an important and well-attended extension of the school day programming. The firefighters donated their time to make both days a great success, and local vendors donated the food.

Training is a critical element of a Call Fire Department. First responder training was held in January with the police department. Numerous in-house training sessions were organized and led by the officers. Given that firefighters have other full-time jobs and family obligations that they gave up to become better trained firefighters, they should be commended for their efforts.

At the May 2012 annual Town Meeting, a proposal was made to study the current fire department model. The Selectmen appointed a committee consisting of Ken Whittaker representing the selectmen, Mike Lucy representing the finance committee, Mark Andrews Town Administrator, and Fire Chief Robert Blanchard. The committee presented their study to the selectmen and finance committee in early January 2013. The annual Town Meeting in April approved several recommendations from the study. The fire chief's job was increased to full time starting on July first. A full time fire fighter position started on October 15<sup>th</sup>. Jacob Kreyling, a member of the call department, was selected through a selection committee process. The committee will continue to monitor the Fire Department concerns.

As we conclude another busy year, I would like to thank other departments for their ongoing cooperation: Police, Highway, The Hamilton Emergency Center, Essex County Regional Dispatch Center, Lyons Ambulance, the Town Hall Staff, and the Water Department. All of the firefighters, and administrative assistant Sue Hersee, maintain high standards of professionalism. As in the past, a Call Fire Department model relies on the commitment and hard work of numerous individuals. On behalf of the Town, I thank the WFD officers and firefighters for their ongoing dedication, energy, and enthusiasm.

Robert A. Blanchard, Chief  
Wenham Fire Department

Firefighter Jacob Kreyling, Fire Chief Robert Blanchard & Captain Jeffrey Baxter



## **BOARD OF HEALTH - 2013**

The Wenham Board of Health is responsible for the enforcement of State Sanitary Codes, State Environmental Codes, and Wenham Board of Health Regulations. Areas of responsibility include:

Mosquito Advisories, Pleasant Pond water quality monitoring, Emergency Beaver Trapping Permits, Food Establishment Permitting and Inspection, Disease Surveillance, Housing Inspections, Private Supply Wells, Semi-Public Swimming Pool Inspections, Recreational Camps for Children, Septic Pumping, Soil Tests, and Septic System Approval and Inspection.

The Wenham Board of Health has combined its resources with the Hamilton Board of Health to conduct two seasonal flu clinics open to all family members and employees from the towns of Hamilton and Wenham.

We continue to partner with the thirteen cities and towns that make up the North Shore Coalition for Emergency Preparedness and participate in the Northeast Massachusetts Mosquito Control and Wetlands Management District, an important service which monitors the species of mosquito which inhabit the swamps of Wenham and provides the initial warning to the Health Department of any possible mosquito-borne disease.

The Board of Health continues to make funds available to the Council on Aging for health related activities.

The Wenham Board of Health issued the following permits and licenses in 2013:

Disposal Works Construction Permits:	24
Soil Evaluation Permits:	19
Food Service Permits:	12
Septic Installers License:	26
Septage Haulers License:	9

Gerald T. Donnellan, Chairman  
Dr. Andrew Ting, Member  
Alyson Preston, RN, Member

Gregory P. Bernard, Health Agent  
Maribeth Ting, Public Health Nurse  
Leo F. Cormier, Health Inspector  
Mary Morrow, Permitting Coordinator



## Highway Department

The Highway Department is staffed by nine dedicated employees who provide excellent service to the Town of Wenham. Our department's responsibilities are extensive and varied. They include burials and maintenance of the cemetery, maintenance of the town's buildings, parks, grounds and beach, School grounds and Athletic Fields, maintenance of all roadways and sidewalks, Borders to Boston Trail and the repair and upkeep of all town vehicles. Assistance is also provided to the Water Department when the situation warrants.

In early spring, the crew was busy preparing the five baseball fields for little League along with spring cleanup of the parks, Pleasant Pond, and preparing the Cemetery for Memorial Day Ceremonies. Shawn Davis continues to do a fantastic job maintaining our Parks, Beach and downtown areas.

We are continuing to work with the Hamilton DPW on Grounds Maintenance at the schools. The two towns worked together to install two parking lots, install two catch basins and widen the driveway at the Winthrop School. This collaboration saved the school district \$30,000.

Scott Whitaker spent the summer at Winthrop School working on some of the Capital Bond Projects, such as doing minor repairs and painting.

Catch Basins were rebuilt on Maple Street along with drainage work on Mayflower Drive, Cherry Street and Rubbly Road.

Crack Sealing was done on Pleasant Street, Cedar Street, Walnut Road, Grapevine Road and Lord's Hill.

All crosswalks were painted and signs were replaced as part of "Operation Safety Net".

Flag brackets were put on every other telephone pole on Main Street from the Hamilton Town line to Cherry Street. The American Flags are put up on Memorial Day, 4<sup>th</sup> of July, Labor Day and Veterans Day.

The Wenham DPW installed a sidewalk on Cedar Street with the help and cooperation of the Beverly/Salem Water Board and the Hamilton/Wenham Land Trust. This sidewalk has views of Wenham Lake and crosses the Nickerson Knoll Trail on the Land Trust Property. We hope to complete this sidewalk to Topsfield Road next summer.

As of January 6, 2014 we have had over 3 Feet of snow from just a few storms and we have used approximately 60% of our snow budget from plowing, sanding & salting, sidewalk clearing and overtime.

I would like to thank the Police, Fire, and Water Departments along with the Town Hall Staff for their help, support, and hard work and dedication of the Highway personnel. Communication and teamwork between departments is vital to the success of the DPW.

WENHAM DPW:

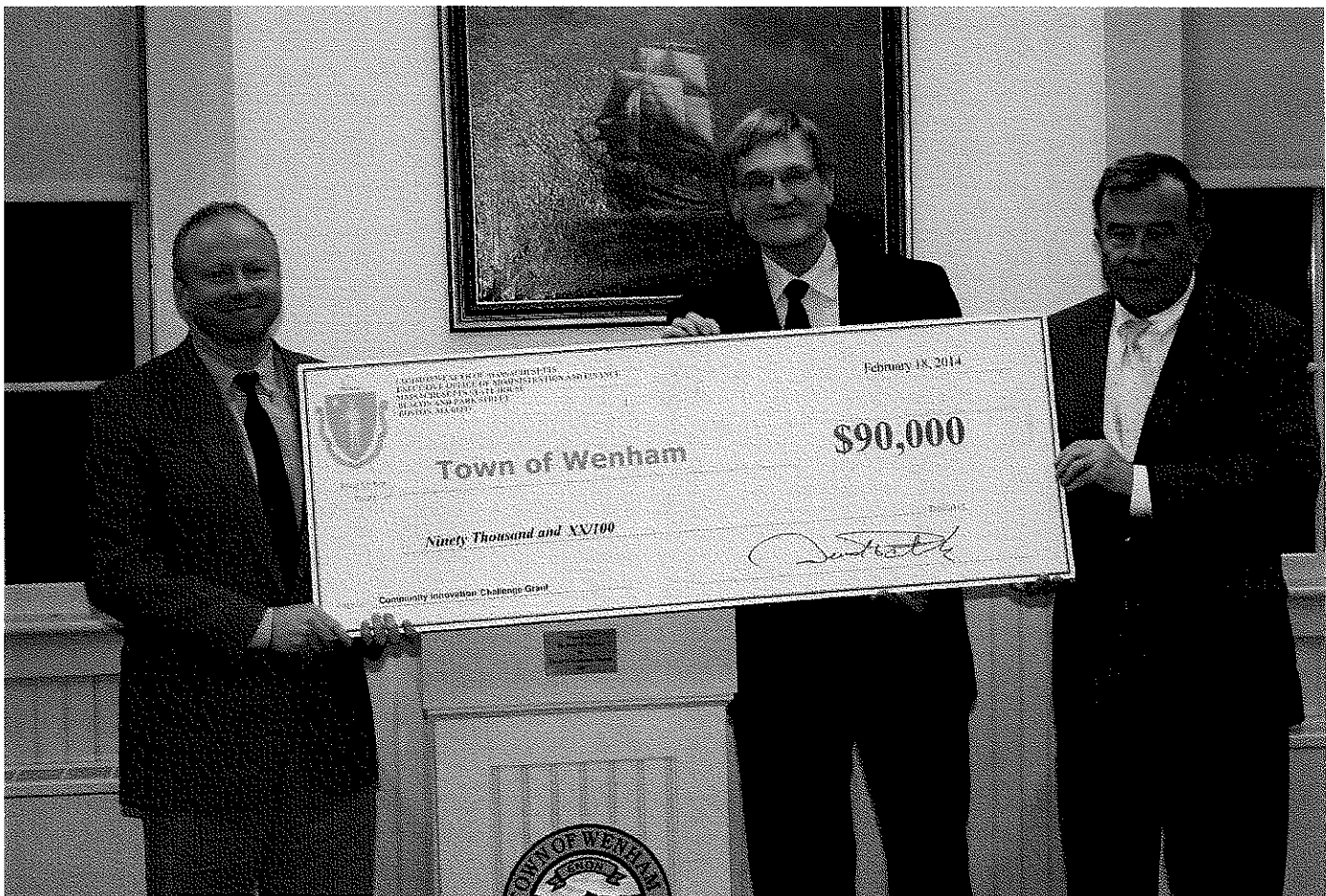
Bill Tyack, DPW Director  
George Ricker, Jr., Foreman  
Bill Wildes, Driver Operator  
Bob Viel, H.E. Operator  
Donald Ganey, Driver/Operator

Sean Reed, Mechanic/Operator  
Shawn Davis, Driver Operator  
Keith Carter, Group Leader/Operator  
Debi Morong, Administrative Assistant

BUILDING & GROUNDS MAINTENANCE:

Mark Gates, Facilities Director  
Scott Whitaker, Carpenter/Painter

Patrick Wilson, Ken Whittaker & Jake Wilhelm: CIC Grant Award



## **HISTORIC DISTRICT COMMISSION**

### **2013 Annual Report**

The Wenham Historic District Commission issued 6 Certificates of Appropriateness for modifications to existing buildings, new construction, and signs within the Historic District in 2013. The certificates included:

1. A new lamp post for the Wenham Tea House
2. A new wooden shed at the Police Station
3. A CPA funding sign at the cemetery on Main Street
4. A new sign, new pumps, and a new color scheme for Fallon Auto Service at 233 Main Street
5. A new sign for the front of Town Hall
6. A new sign for Kosmetique at 152 Main Street

#### **The Car Barn Lot Signs**

Members of the Commission worked throughout the year with the Board of Selectmen and the Town Administrator to reduce the number of signs placed in the Car Barn Lot and the length of time each sign is permitted to be in place in that lot. The goal was to have the rules established in 2012 for those signs strictly enforced allowing only those signs for Wenham organizations and allowing them to be in place for a specified period of time. This effort was largely successful. By the end of the year the number of signs in the lot had been significantly reduced.

#### **The Signage By-Law**

The Commission met with the Planning Board to review and discuss possible changes to the Town's signage by-law. Changes to this by-law would affect the signage guidelines used for approving new signs in the Historic District. At the meeting it was agreed that the Planning Board would draft changes to the by-law and then review them with the Commission. Once the changes were agreed on they would be presented to Town Meeting for adoption.

#### **Historical Commission**

The Commission has determined that Wenham needs a Historical Commission to support historical preservation and restoration across the whole town and to handle legal requests for certification for CPA funding and work with state federal agencies that support historic preservation. It is the opinion of the Commission that these responsibilities can be undertaken by the current Historic District Commission. So the Commission is drafting a change of the Historic District Commission By-law which would give it the powers and duties of an Historical Commission. The goal is to present this by-law change at the April, 2014 Town Meeting.

#### **Demolition Delay By-Law**

Several years ago it was brought to the attention of the Commission that a house in Wenham that was built in 1695 and was on the National Register of Historic Places was being demolished to make way for a new subdivision. However this house was not in the Historic District, so the Commission did not have the authority to prevent or delay its demolition. The Massachusetts Historical Commission suggested that Wenham adopt a demolition delay law which could be used to delay the demolition of historic structures throughout the town to allow time to persuade the owner to find some means to preserve the structure. The Commission feels this by-law would be appropriate for Wenham and is working with the Board of Selectmen and the Town Counsel to draft a Demolition Delay By-law to present for consideration at the April 2014 Town Meeting. A public hearing will be held early in 2014 to gather public input on this proposal.

### **Commission Membership**

Jennifer Tymann and Bill Joyner retired from the Commission when their terms expired in June 2013. The Commission is grateful for their service. Harriet Davis and Mike Therrien have been appointed to the Commission by the Board of Selectmen.

Jim Howard, Chairman (District Resident)

Don Bannon (Architect)

Lanse Robb (District Resident and Real Estate Broker)

Barbara Locke (Wenham Village Improvement Society)

Harriet Davis (Wenham Village Improvement Society)

Mike Therrien (Wenham Resident)

Holiday Luncheon at the Wenham Tea House



## REPORT OF THE WENHAM HOUSING AUTHORITY

### 2013

The Board of Commissioners along with Paula Mountain, the Executive Director, are responsible for the administration of Enon Village at the Wenham Housing Authority; the complex for the elderly/disabled on Larch Lane and two four-bedroom houses for disabled adults also on Larch Lane. The Wenham Housing Authority also works closely with Town authorities. Four of the five Commissioners on the Board are elected at Town Meeting. Each of the elected commissioners serves a five year term; these terms are staggered. The fifth Commissioner is appointed by the Governor.

Both the elderly complex at Enon Village and the two houses for disabled adults were built with state funds. The elderly housing complex receives no operating subsidy from the state and is self-sufficient in that it relies solely on rents for its operation. The state occasionally awards grants for specific projects.

The disabled housing is leased to the Massachusetts Department of Development Services which pays a monthly rent to the Housing Authority. In return for the rent, the Housing Authority provides assistance from its Executive Director and the Maintenance Mechanic and is responsible for capital maintenance. The Department of Developmental Services provides the staff for the residents' needs and undertakes preventative maintenance of the buildings. The rents received from the Dept. of Developmental Services are set by the Commonwealth.

**In 2010, The Department of Housing and Community Development awarded \$188,728.00 in Formula Funding to the Housing Authority to be spent over 5 years for capital improvements.** As a result of this funding several projects were completed in 2013. New roofs were put on our disabled houses at a cost of \$32,856.00; eleven (11) of our elderly units received new Solid Surface Bathtub Walls and fixtures at a cost of \$44,750.00; and our four (4) barrier-free units received ADA Kitchen Renovations at a cost of \$31,967.00. An additional award through the 2013 Health and Safety Initiative was also received in the amount of \$6,500 which allowed additional sidewalk repairs.

Both the tenants of the disabled residences and the elderly/disabled benefit from beautiful grounds at Larch Lane which are maintained by the maintenance staff of the housing authority. Enon Village Tenants also contribute to the beautification of the grounds through their flower planting and gardening. There are 24 garden plots available to tenant's who register for one. This is done on a first come basis. If after a one (1) month sign up period for our tenant's there are any plots available they are opened up to seniors in Wenham and Hamilton community depending on availability.

### **Enon Village Elderly/Disabled Housing**

Anyone interested in elderly/disabled housing must complete a standard application and have an income below \$45,500 for one person and \$52,000 for two people. A waiting list is maintained with current residents of Wenham receiving a preference. Rent is calculated on 30% of gross income with utilities included.

The Council on Aging's van service is well-utilized by the tenants at Enon Village. The Housing Authority and the COA sponsor YOGA classes for Wenham seniors held at Enon Village on Tuesday mornings. On Friday afternoons BINGO is also well attended.

Once again, we express our appreciation to the Police, Fire and Highway departments for their continued concern and care on behalf of the Enon Village residents. The Executive Director works with the WSSH



Committee, the Accord Food Pantry, Senior Care and other agencies to ensure that tenants have access to needed social services

The Board of Commissioners meets 12 times per year on the second Thursday of the month in the community building at Enon Village.

If anyone is interested in visiting the facilities at Larch Lane or has questions, please contact the Executive Director at 468-1532.

Elizabeth Armington, Chairperson  
Bruce Blanchard, Vice- Chairperson  
Jean Rouse, Commissioner  
Donald Luxton, Commissioner  
Elizabeth Craig-McCormack, State-Appointee

Paula Mountain, Executive Director  
Christopher Cerino, Maintenance  
James Prime, Groundskeeper  
Marie DiPietro, Admin. Assistant

Civil War Monument – Main Street



## **INSPECTIONAL SERVICES**

### **REPORT OF THE BUILDING INSPECTOR**

A total of 142 building permits were issued in 2013. The total amount of building permit fees collected amounted to \$28,323.00.

A building permit should be obtained for work performed on all buildings. This ensures that the work has been done according to the Mass Building Code and that the contractor has the proper licenses and insurances required.

CHARLES BRETT  
Building Inspector

### **REPORT OF THE PLUMBING AND GAS INSPECTOR**

A total of 128 permits were issued in 2013. The total amount of plumbing and gas permit fees collected amounted to \$6,360.00.

Plumbing fees are as follows: \$60 for new construction (plus \$5 per fixture); \$30 replacement fixtures (includes 3 fixtures); minimum fee \$30.

Gas fees are as follows: \$60 for new residential construction (plus \$5 per appliance); \$35 minimum fee required.

KEVIN DASH  
Gas & Plumbing Inspector

### **REPORT OF THE ELECTRICAL INSPECTOR**

A total of 138 electrical permits were issued in 2013. The total amount of electrical permit fees collected amounted to \$10,440.00.

Permit fees for new construction, additions, and remodeling are \$10 for the first \$1,000 of estimated building costs as determined by the building inspector and \$3 for each additional \$1,000.

In order to obtain an electrical permit the licensed electrician must submit proof of liability insurance including completed operations coverage, or a signed waiver from the building owner.

ROBERT. B. BROWN, JR.  
Electrical Inspector

# **IRON RAIL COMMISSION ANNUAL REPORT 2013**

The Iron Rail complex continues to provide support to the townspeople through use of the property by town groups such as the Boy Scouts and Hamilton - Wenham Youth Soccer. The Department of Public Works facility is on the property and there is space allocated for future expansion of the new Iron Rail Cemetery and open space for wildlife.

Bill Tyack manages the mechanics of the buildings and Mark Gates makes repairs as needed such as revitalizing office space for rental income.

Approximately \$90,000 in rental income comes into the town. An additional \$21,000 was spent on capital improvements such as a flat roof replacement and fire alarm upgrades.

The Boy Scouts, under the direction of Jack Carr, repaired the damaged stone wall at the entry to the complex.

John Clemenzi joined the commission this year. The commission continues to seek additional members that can provide a diversity of votes on matters.

Respectfully,

Ted Batchelder, Commissioner  
Albie Dodge  
John Clemenzi

Boy Scout Barn – Iron Rail Property



## **Hamilton-Wenham Public Library 2013 Annual Report**

We are excited about expanding our services in 2014 to include Digital Drop-ins on Thursday afternoons and Computer Assistance on Tuesday mornings. The Friends of the Hamilton-Wenham Library purchased a 3-D Printer for the library and patrons can now make appointments to come and use it.

During 2013, the Hamilton-Wenham Public Library staff was busy serving the informational needs of the citizens of our two towns and surrounding communities. The trustees, citizens and leaders of both towns supported the need for raising staff salaries to competitive levels and we are most grateful for their support. Current Library Trustees are Margaret Whittaker, Chair; Doris Gallant, Secretary; Pat Purdy; Gwen Holt; Annette Janes; and Madelyn Liberti. During 2013 both Jean Buckley and Janice Pappas resigned their positions and we thank them both for their many years of dedicated service. The trustees meet monthly and work hard to support and guide library services.

In 2013, the library circulated 250,363 items. Our meeting rooms (including some programs that were offered offsite) were used by community groups and library programs a total of 1,298 times. The library offered 430 adult programs, 71 young adult programs, and 307 children's programs. Our reference department answered 15,766 reference questions and our study rooms were used a total of 1,983 times. Our Overdrive downloadable E-book and audio book circulation increased from 1,433 in 2011; 3,216 in 2012 to 4,610 in 2013.

During the year, we contracted with Allied Conservation to restore our Raimondo Pereda statue, *Orphans* that originally resided at the Wenham Public Library. Under the direction of Mark Gates, the crew built an ergonomic workstation for the technical services room. We added more shelving to the Young Adult and Children's areas and repaired the carpet. Using state aid funds, the library purchased a new microfilm reader which has made our microfilm copies of the Hamilton-Wenham Chronicle accessible again to our patrons. Joe Soucy donated a Bradford Pear Tree to beautify a parking lot island.

We showed many films and hosted wonderful authors including Megan Marshall, author of *Margaret Fuller: a New American Life* and Alice Wentworth Douglin author of *Daughter of the Commandant*. Many folks enjoyed the 8 week Drawing 101 course based on Betty Edwards' book, *Drawing on the Right Side of the Brain*. The Children's Room was extremely busy. A grant from First Church Wenham allowed us to offer *Oochworld*, a program to help children learn to put a positive spin on life's difficulties. *Farmer Minor and Daisy the Pig*, *Toto the Tornado Kitten*, *Reptiles from the Museum of Science* are some examples of the wide spectrum of programs offered. We also worked with the schools throughout the year to provide homework assistance. Librarians, Kim Claire and Lorraine Der visited the schools to give book talks and introduce students and faculty to the resources available at our library and on our website. We hosted a field trip for all fifth grade classes to teach students how to use library resources and find materials. The library also hosted and ran many popular book groups.

We were awarded a \$7500 LSTA (Library Service and Technology Act) Grant: *Customer Experience in a Digital Age* which enabled us to purchase new e-books and provide training to staff on customer service and digital devices; this grant continues until September 2014. We celebrated our seventh community read by reading *The Hammer and the Anvil: Frederick Douglass, Abraham Lincoln, and the End of Slavery in America* by Dwight Jon Zimmerman. We gathered at Gordon College in November to hear Mr. Zimmerman speak about his book and his career writing graphic novels. His speech was the culmination of our program series celebrating the sesquicentennial celebration of the Civil War. A grant from the Gilder Lehrman Institute enabled us to offer many quality programs about the Civil War.

We thank our dedicated volunteers who assist in all library departments. Most of our programs are funded by the generous support of the Friends of the Hamilton-Wenham Public Library who work tirelessly to support our library. This year we mourned the loss of Peter Myers, who co-chaired the successful booksale committee for many years. The Friends purchased a 3-D printer, an LCD projector, a new DVD player, six computers, and funded many wonderful programs. They also had a local carpenter build a custom book cart for their sale items that matches the library décor. They continue to provide the following museum passes for the public to enjoy: Boston by Foot, Children's Museum in Boston, Cape Ann Historical Museum in Gloucester, Concord Museum, DeCordova Museum in Lincoln, Department of Conservation and Recreation, Harvard Museum of Natural History, House of Seven Gables, Institute of Contemporary Art, Isabella Stewart Gardner, JFK Library and Museum, Museum of Fine Arts, Museum of Science, New England Aquarium, Orchard House, Peabody Essex Museum, Strawberry Banke, Wenham Museum, and Zoo New England. Patrons can call to reserve passes or access the remote sign-up on our website. In 2013, patrons reserved 1,573 museum passes.

The library now hosts a Pinterest page showcasing new acquisitions and a library Facebook page. We created more space in the new books section to shelve more titles face-out and to add room for the ever popular "Quick Picks" section. We also added wireless printing and a new wireless router. We continue to list our programs and events on our website at [www.hwlibrary.org](http://www.hwlibrary.org). Patrons can order library materials from home through the Evergreen software and access many electronic resources. The statewide databases including the Encyclopedia Britannica now support geo-location, so Massachusetts patrons can access them even without a library card. We also offer our Hamilton and Wenham citizens access to *Ancestry.com Library Edition*, *American Ancestors*, *Safari Books Online*, two geography databases, *Magill's Medical Guide*, *Booklist Online* and *Cypress Resume*. We also have access to the consortium-wide collection of downloadable E-books and audio books via Overdrive. We continue to offer *Universal Class*, a program that allows Hamilton-Wenham citizens to enroll in over 500 classes at no charge. We continue to use Constant Contact for creating a professional E-letter. Patrons can sign up for this service by going to our website or calling us at 978-468-5577.

The library staff and trustees work diligently to constantly improve collections and services and we appreciate your ideas and suggestions. We thank all our citizens who are tremendously supportive and who value education, learning and reading.

Respectfully submitted,  
Jan Dempsey, Library Director

## **Report of the Hamilton-Wenham Public Library Trustees**

2013 was a stellar year for the Hamilton-Wenham Public Library. Jan Dempsey has once again spearheaded programming, staffing and facility maintenance that continues to result in continual improvement in all aspects of public library service.

Since April, Jan has worked tirelessly to improve salaries for her staff. Through her efforts, and with the support of the Trustees, she presented detailed description and analysis to substantiate increases in staff salaries, and a framework for step-increases dependent upon years of experience, education level, and comparable qualities. This process took several months, hours of extra work and multiple presentations to both Hamilton and Wenham Finance Committees and Town Management. The immediate result was a justly-deserved and welcomed bridge increase in salary for staff beginning in January 2014. The framework for the step program will be fine-tuned over the next year by the Director, Town Management and the Trustees to continue to recognize and reward the exemplary Library Staff.

The above paragraph describes the crowning achievement of the past year's efforts, but is by no means the only one. Through the efforts of the Director, the staff and with the support of the trustees, some of the accomplishments in 2013 are listed below:

- Circulation of the library's physical collection remains high
- Reference questions exceeded last year's number.
- Meeting rooms use for tutoring, community groups and library programs remains steady
- Library Programs for a wide variety of ages, spanning the population groups of both towns, has increased, providing for the needs of the whole community. Author programs, commemorative celebrations such as the Civil War Project and community reads have broadened the library experience for the communities of both towns
- Facilities maintenance has been ongoing to maintain the library's physical space
- Innovative hardware technology available to users and staff has steadily increased as well with replacement of older computers with newer models, copier replacement and, with the assistance of Friends of the Library funding, a new 3-D printer that keeps us on the leading edge of technology and other hardware that enables us to provide for the electronic needs of the community
- Grants to enhance and initiate programs have been awarded to the library including a \$7500 LSTA Grant, *Customer Experience in a Digital Age*, and a grant from the Gilder Lehrman Institute that supplemented the programs for our 7<sup>th</sup> annual community read.
- Online exposure to the library has increased with a Pinterest page as well as a Facebook presence. The online circulation system was revamped and runs smoothly so that online access to library and consortium materials is made easily searchable and retrievable.

At our meetings throughout the fall of 2013, the Trustees have discussed goals for 2014:

- One challenge that faces us in the near future is identifying and recruiting new Library Trustees. We have lost two valuable long-time members this year – Jean Buckley and Janice Pappas. We have been lucky to have found replacements for these two positions in the persons of Pat Purdy and Gwen Holt who bring fresh insight and dedication to our Board. We regret the expiration of terms for the current

Trustees who may not run again and may need to fill two to three vacancies to maintain the six positions currently on the Board.

- As a group, we intend to follow through on the wage compensation schedule drafted this year so that our remarkable staff can continue to be rewarded for its outstanding service.
- We also are planning to review and re-vamp our Mission Statement and Bylaws over the course of the year to make them more current and representative of our policies and procedures.
- We plan to become more visible to the public to encourage interest and understanding of our role in the life of the Library.

I believe I speak for each one of us when I state that we take very seriously our roles as Trustees of the Hamilton-Wenham Library and have great respect for the Director, staff and the community we are proud to serve. Personally I wish to thank each of the Trustees for their support, guidance, enthusiasm, expertise and sense of camaraderie that is present with every communication and monthly meeting: Annette Janes, Doris Gallant, Madelyn Liberti, Pat Purdy and Gwen Holt. And many, many thanks to Jan Dempsey, Library, Director who makes our work a pleasure!

Respectfully submitted,

Margaret S. Whittaker, Chairman of Trustees

### Hamilton Wenham Public Library



## **Planning Board**

The Planning Board is established under the provisions of MGL Chapter 41, Section 81A. The Board consists of five members, one member to be elected each year at the Annual Town Meeting. The Board implements the rules and regulations governing the subdivision of land, site plan review, and special permits according to the Wenham Zoning Bylaw and MGL Chapters 40A and 41 s81.

Despite holding fewer meetings than normal in 2013, the Planning Board acted on a variety of items. For the first half of the year, the Board continued to meet with the Penguin Hall project proponents, working collaboratively to refine the overall project. As of the end of the year, the project appears to be on hold and the property owner is seeking alternative uses.

Board member Virginia Rogers continued her role as a member of the Community Preservation Committee, and sought input from other members to bring back to the CPC for consideration.

David Geikie served as a member of the Open Space Committee and assisted with their effort to complete the required update to the Town's Open Space and Recreation Plan.

The Board heard requests for multiple special permits for the installation of signs, including a total rebranding for Fallon's Service Station on Main Street. Additionally the Board worked together with the Historic District Commission to revise Section 7 of the Zoning Bylaw which controls signs in Town. The desired outcome is to incorporate Historic District guidelines directly into the bylaw for any proposed signs in the Historic District. Additionally the Board hopes to clarify the Bylaw to better define the types of signs requiring permits and those that should be allowed by right. Both the Planning Board and the Historic District Commission will continue with this effort in 2014.

A new subdivision plan was reviewed and approved to replace a previously approved plan for property on the discontinued Old Rubbly Road. The prior plan was for six homes, the newly approved plans will result in only two new homes. Access to the new development will be from Old Rubbly Road in Beverly and will be known as Miles River Estates.

Preliminary discussions have been ongoing with the owners of a large estate parcel on Dodges Row for a future multi-lot subdivision.

David Geikie and coordinator Emilie Cademartori have been working with the Hamilton Development Corporation and planning staff from the Town of Hamilton on a joint grant funded project with the Metropolitan Area Planning Commission. The grant funds came from the Barr Foundation to advance sustainable development efforts in priority development areas. The end result will be a Hamilton Wenham Village vision report with recommendations for zoning changes and possible pedestrian and transportation improvements.

David Geikie                      Donald Killam

Virginia Rogers                Stephen Kavanagh

Minot Frye



## Wenham Police Department 2013 Annual report

**I Chief Thomas C. Perkins, herewith submit the Departments Annual report for 2013.**

**OPERATIONS** – In last year's report I discussed a new initiative underway called "Community Contact". This program has been up and running for a year now and is showing improvements in the areas of continuity, Officers visibility to the public, and traffic enforcement. The number one complaint I regularly receive from residents is that of speeding motor vehicles. The way in which this used to be addressed, was when the Department received a complaint in a particular area, we would target that area until positive results were observed. This reactive approach worked, but only after peoples frustrations resulted in a complaint. By dividing the Town into three **Areas of Operation**, and assigning a Sergeant and his squad to a particular area, we are attempting to rotate our attention to known troubled spots every two days as the Sergeants schedule rotates. As I would not categorize the results as dramatic at this point, I would say they have been productive and I am optimistic about the future of this program. I would like to credit Sergeants Gray, Machain, and Mscisz for their commitment to this program and the Department.

Another major undertaking by the Department this year was the transition from the Hamilton/Wenham Emergency Center to the new Essex County Regional Dispatch Center or the RECC as it has become known. Since July the center located in Middleton has been fielding calls for service from our residents for both emergency responses (911) as well as non-emergency requests for assistance (978-468-4000). I am pleased to report observations of stabilization and improvement from just six short months ago. Presently Wenham and Essex are being dispatched on a full time basis and Middleton and Topsfield are scheduled to go on line in the very near future. I would like to specially thank Captain Jeff Baxter from the Fire Department for his assistance with the transformation to the new radio system. Captain Baxter's knowledge and efforts undoubtedly saved the Town significant funds in this endeavor, and his continued support is appreciated by the whole Department. Also occurring simultaneously, at the urging of Town Administrator Mark Andrews, the Department took on the daunting challenge of obtaining State Certification under the Massachusetts Accreditation Commission. With Captain Jeff Tobey and I still acting in an interim roll, we set our goals to achieving this complex status within one year of Administrator Andrews request. I am tremendously proud to inform all residents that this goal was met, and on September 12<sup>th</sup> of this year the Wenham Police Department joined only a handful of cities and towns across the Commonwealth in having had our rules, regulations, policies and procedures/practices scrutinized and approved by the Commission. The entire Department worked together in a very impressive manner for this difficult achievement; however the majority of the work is credited to Captain Jeff Tobey. Captain Tobey worked many nights and weekends from home just to make this goal a reality. I applaud his efforts and appreciate his dedication. This however is only half of the journey. We are continuing our work towards full Accreditation within one year of September. I have every reason to believe that next year's report will include the completion of this program, then resulting in re-certification on a three year period. I would like to thank Chief Russ Stevens and Lieutenant Scott Janes from the Hamilton Police Department for their guidance and assistance to Captain Tobey and me throughout this and the upcoming accreditation process. The Departments collaboration with the Schools continued in 2013 with Officer Shane Kavanagh fulfilling the roll of Juvenile Officer. In this capacity, Officer Kavanagh routinely met with School officials, representative from the District Attorney's Office and the Hamilton Police on matters involving all three entities. Officer Kavanagh has taken this assignment very seriously and pursued specialized training which will benefit the Department, the Town, and parents alike. I encourage parents with juvenile related issues to reach out the Department. If we can assist in preventing a child's involvement with the Courts, it is clearly in everyone's best interest.

**OPERATIONS CONT.** - Two additional officers have been participating in lock-down and shelter in place drills throughout the Schools System in partnership with the Hamilton Police Department, Wenham Fire and School officials. Officer David Marsh and Officer Bill Foley are the Wenham Police representatives for this extremely important responsibility. Both Officers have received specialized training in this area of expertise, and I am impressed with the accomplishments they have made with the team in a very short time. Officer Foley's thirty plus years as an educator and administrator from a neighboring school system has proved to be invaluable in bridging the gap from law enforcement to educator. Officer Marsh is the Departments STARS (School Threat Assessment and Response System) Officer through our regional collaboration with NEMLEC (North Eastern Massachusetts Law Enforcement Council) of which we have been a member for the past decade. Officer Marsh's STARS response team was deployed in the community of Danvers recently for their High School tragedy. I literally lost count of the amount of thank-you and praise correspondence received on Officer Marsh's and his teams behalf. This is a quote from the STARS Commander Lt. Scott Sencabaugh of the Wilmington Police Department; ***"You all did incredibly tough work this week. Caring for, counseling and supporting faculty, administrators, students, parents, police officers. Providing safety and reassurance, helping manage the media, answering really tough questions, using your vast experiences to guide a hurting district, or walking the hallways and just being a friendly face to anyone that needed it. I sincerely thank all of your districts and departments for lending you to DHS for these three days. Without their support, none of this would have been possible."*** Another major incident in 2013 to involve NEMLEC and almost all Law Enforcement in the area was the Marathon Bombing. Several Wenham Officers were staged to deploy to the City of Watertown along with other area Police Departments at midnight on the evening that the second wanted subject was captured. This unprecedented manhunt is currently being studied and used as an example world wide of teamwork and regional cooperation under the most difficult of circumstances. Any officer volunteering to go into such a situation has my utter respect, and I am grateful that they are members of the Wenham Police Department.

**STAFFING** – I am pleased to report that with the promotion of Officer Michael Mscisz from Acting Sergeant to Sergeant, the Police Department's Staffing level is back to full (1989) complement. We had been operating at minus one fulltime officer since 2009. As this report is prepared, we have one officer attending the Reading Police Academy, and two who have recently graduated. Officers Labrie and Farinato both were very successful in their time away at the Municipal Police Academy. Officer Carney is presently about halfway through his training and will be rejoining our ranks in February. Our Reserve Police Officers have once again kept the ship afloat by working many hours to fill the voids in the schedule due to these officers complying with their training mandates. The Reserve force as a whole has my sincere appreciation yet again. In March of 2013 I was honored with the Opportunity to be named Wenham's fifth Fulltime Police Chief. I look forward to serving the community in this capacity for many years to come. I have spent much of the last year reviewing the policies and other documents produced by my predecessors. It has shown me that much of what we are dealing with in 2013 has been dealt with before. Unfortunately, the new issues are what are giving us the greatest challenges. Just some examples are crimes being committed via the internet, acts of violence occurring in grade schools, colleges and the workplace as well as an increase in violent domestic encounters. All of these situations require specific training in the areas of initial response as well as follow up investigations. We will be looking to improve our ability to prevent such events from occurring and to follow up to a greater degree moving forward. The days of having an Officer assigned to patrol fulltime and investigations part time may not be in the Town's best interest as we continue into the 21<sup>st</sup> century. I will be proposing the implementation of an Officer whose primary function will be of an investigatory nature, and when time and workload allow, that officer will participate in patrol operations.

**APPRECIATION** – In conclusion I would like to thank the following individuals, boards or agencies not mentioned above for their part in making a successful year for the Wenham Police Department. The Board of Selectman and Town Administrator Mark Andrews for their continued support. In particular Molly Martins for her recommendation to make me your Chief of Police; Fire Chief Bob Blanchard and his staff for the continuation of a great working collaboration; Superintendent Bill Tyack and the entire DPW staff, especially Mark Gates for getting *the shed* built just in time for the Accreditation Assessors. The Historic District Commission for their flexibility under difficult time restraints. Reserve Officers Foley, Perry and Breaker for their assistance directly to me with administrative assignments. My Administrative Assistant Sue Hersee for literally helping to keep this Department running, and the Town Hall Staff for all the assistance working with Sue and me; Additionally, Director Tom Dubas and Deputy Director Chris Ryan from the RECC and their staff of Telecommunication Operators; And finally, Superintendent of Schools Michael Harvey and Buker Principle Brian O'Donahue and their staff.

Respectfully Submitted,

*Chief Thomas C. Perkins*

**Wenham Police Department Statistics                      2013**

Services Rendered	21,380
Directed Patrols	14,020
Total Arrest & Summons	133
Total Motor Vehicle Stops	1477
Motor Vehicle Accidents	54
Motor Vehicle Fatalities	1
Civil Infraction Citations	312
Written Warning Citation	663
Verbal Warnings Issued	409
Operating Under Influence Drugs & Alcohol	21
Protective Custody	5
Rape	2
Robbery	0
Burglary-Breaking Entering Residential - M/V	12
Larceny-Theft	9
Assault	23
Officers Assaulted	0
Drug Law Violations	16
Motor Vehicle Thefts	1
Motor Vehicle Recovered	1
911 Calls	225
Medical Aids	350
Retraining Orders Sought and or Issued	10
Parking Tickets Issued	12
Civil Citations Issued for Marijuana	8
Solicitor Permits Issued	3
Pistol Permits, FID & Restricted FID's Issued	68

**Patrolman Shane Kavanagh, Sergeant Jonathan Gray & Patrolman David Marsh**



**Police Chief Thomas Perkins, Patrolman Steven Farinato & Captain Jeffrey Tobey**



## **Hamilton-Wenham Recreation Department**

The Hamilton-Wenham Recreation Departments mission is to provide a wide variety of programs designed to improve the quality of life for residents by meeting physical and recreational needs. We promote life long lessons through play, education and community wide events. The Hamilton-Wenham Recreation Department is overseen by a Joint Hamilton and Wenham Recreation Board. The Board is comprised of three Hamilton residents and three Wenham residents.

Here are some highlights from the Recreation Department for the Calendar Year of 2013.

- ❖ Completed the Patton Park Playground, which has shown an incredible increase in the use of both the playground and the park.
- ❖ Participations in programs saw an increase, with over 1000 people of all ages enjoying our many programs.
- ❖ New sports were introduced to both Towns with the formation of Flag Football and Girls Little League Softball.
- ❖ We offered new recreation programs this year including, First Steps in Music, Fencing, Wicked Cool Art, School Vacation Field Trips, Micro Athletics, Teen Boot Camp, Archery, Mommy and Me Gymnastics, Snowshoeing, Pickleball, Cooking, Floor Hockey, Discounted Ski Tickets and many others.
- ❖ We participated in Pumpkin Fest which brought together families from both communities to enjoy a day of pumpkin carving, a karate demonstration, and the much anticipated costume parade, where children walk through downtown and trick or treat at local businesses.
- ❖ We took the recommendations of the master plan and are working on the top two projects that were indentified; Veterans Memorial Pool Project and the turf field initiative.
- ❖ We refurbished the Recreation Center Gym which serves multiple user groups throughout the Towns.
- ❖ With help from the DPW we installed fencing and a parking area at Donovan Field which houses baseball, soccer, and lacrosse.
- ❖ We purchased a temporary home run fence, which is now being used at the Little League Field at Patton Park

We continue to provide effective customer service to all of our participants and strive to reach outside the box looking for new programming ideas.

Respectfully Submitted

Sean Timmons  
Recreation Director



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

5 School St. Wenham, MA 01984  
(978) 468-5310

Michael M. Harvey, Ed.D.  
Superintendent of Schools

In the 2012-2013 school year, the Hamilton-Wenham Regional School District continued to provide students from Hamilton and Wenham with one of the best educational opportunities in the Commonwealth of Massachusetts. Hamilton-Wenham Regional High School graduated 166 members of the Class of 2013 in June. 95% of these students went on to pursue study at institutes of higher learning. The Hamilton-Wenham Regional High School was also named by the College Board to the 2013 Advanced Placement District Honor Roll for increasing student access to and performance on Advanced Placement Tests.

The District also saw several changes in leadership over the 2012-2013 year. The School Committee welcomed three new members, Jeanise Bertrand, Deborah Evans and Melissa Even-Moore, who replaced Kym Donnellan, Ann Minois, and Lawrence Swartz. Ms. Even-Moore resigned from the Committee in October and was replaced by Lawrence Swartz. Roger Kuebel was re-elected as Chairman of the Committee, William Wilson was elected to the position of Vice-Chair and Deborah was elected Secretary.

The District also celebrated the contributions of several staff members during the 2012-2013 school year. Six faculty members, Linda Arnold, Nick Civitarese, Linda Guerrette, Barbara Moroney, Patty Miller, Judy Naylor, Margaret Nolan, and Kevin O'Reilly, celebrated their retirement from the District in June of 2013.

In closing, I would like to thank the Communities of Hamilton and Wenham for their continued support of the educational mission of the HWRSD. The successes of the students of the District are a direct result of the high value the communities place on education. On behalf of the administration, faculty and staff of the HWRSD, I promise we will continue to do our best to live up to this commitment and provide our students with an education that will ensure they are prepared to meet the challenges ahead.

**HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE**  
**5 School Street, Wenham, MA 01984**

	<u><b>Term Ends</b></u>	<u><b>Year Elected</b></u>
Jeanise Bertrand 28 Perkins St, Wenham 01984	2016	2013
Sean W. Condon 20 Cherry Street, Wenham 01984	2014	2011
William R. Dery PO Box 2142 - 356 Chebacco Rd, Hamilton 01982	2014	2011
Deborah Evans 12 Porter St., Wenham 01984	2016	2013
Roger A. Kuebel 30 Juniper Street, Wenham 01984	2014	2011
Barbara K. Lawrence 45 Willow Street, Hamilton, 01982	2015	2012
Sheila B. MacDonald 56 Cherry Street, Wenham, MA 01984	2015	2012
*Lawrence D. Swartz 11 Conrad Circle, Wenham, MA 01984	2013	2011
William W. Wilson 36 Howard Street, Hamilton 01982	2015	2012

Terms are 3-year terms unless otherwise specified

Terms begin as of the first School Committee meeting after the Election Day. Terms end as of the Election Day in the month of April.

\*Lawrence Swartz was appointed to fill the vacancy of Melissa Even-Moore (elected 2013), a Wenham Resident who resigned October 2013 until the next election in April 2014.

**NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT**  
**30 LOG BRIDGE ROAD, MIDDLETON, MA 01949-2806**  
[www.nsths.net](http://www.nsths.net)

**ANNUAL REPORT – SHORT FORM**  
**JANUARY 1, 2013 – DECEMBER 31, 2013**

Daniel R. O'Connell, Superintendent-Director  
North Shore Regional Vocational School District

William O. Nichols, Secretary, Wenham Representative  
North Shore Regional Vocational School Committee

**Merger Update**

PMA Consultants & Construction Services, Owners Project Manager (OPM) along with the Design Partnership of Cambridge, Project Architects, continue to guide the new District School and Building Committee through the MSBA and construction process. The District completed negotiation of a Guaranteed Maximum Price (GMP) for the project with Gilbane Building Company, the Construction Manager at Risk Firm.

The team, led by the District School and Building Committees has advanced the project through early site, concrete foundation and steel packages to occupancy of phase one Farmstead Buildings. The team is currently overseeing the completion of the 330,000 square foot Academy Building and working towards new school occupancy for September of 2014.

Over the past year, the Owners Project Manager (OPM) and New District has, under the Construction Manager at Risk Delivery Process, completed the following major milestones:

- Completed and occupied the new Animal Science/Vet Tech Building
- Completed and occupied the new Maintenance Building
- Completed and occupied the new Small Engine and Classroom Building
- Completed and occupied the new Horse Barn and Tack Room Addition
- Completed and occupied the new Animal Barn (Small and Large Animal Housing and Procedures Room)

The Main Academy Building construction started the new year (2014) approximately 75% complete. Exterior envelope, windows and roof are substantially complete along with interior walls, cabinetry and ceiling grids, mechanical, electrical, plumbing and fire protection elements. Painting, floors and finishes are underway.

The District continues to review construction progress, potential change orders and the buyout of Furniture, Fixtures and Equipment. The project remains on schedule for occupancy in September of 2014.

The North Shore Technical High School website ([www.nsths.net](http://www.nsths.net)) will continuously update all merger progress in the future.

**Administration**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.



## **Enrollment**

Student enrollment as of October 1, 2013 is 463. Students cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application.

Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assisting, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

## **Curriculum**

The Mathematics Department is significantly into the transition of its program of study to be consistent with the Common Core expectation of Massachusetts high schools, which is a quantitative reasoning approach to using and understanding mathematics. During the summer of 2012 and 2013, the mathematics department began the process of revising its curriculum and mapping it to the Common Core Standards. It is expected that curriculum mapping will be finished during the 2014 -2015 school year. In addition, district-wide common assessments in all courses were created to be administered once per trimester.

The **Science Department** implemented an on-going effort to develop the 9<sup>th</sup>-12<sup>th</sup> grade curriculum in a manner that is laboratory based and supports our students' success and career choices. For example this year we have added a new Honors Biotechnology course that is laboratory based averaging 50% laboratory during class time. All science courses are aligned with the Massachusetts Science Frameworks, and for the 9<sup>th</sup> and 10<sup>th</sup> grade classes, are sequenced in a manner to prepare students for the MCAS test.

The **English Department** implemented a curriculum with significant new material this year as we continue to map the curriculum to the Common Core State Standards, a process which should be completed by the summer of 2014. All four years are skills based, emphasizing close reading, supported writing, informative speaking and discussions that encourage listening and teamwork. Ninth grade students have an additional one-period English class during their exploratory week, and tenth grade students learn test-taking strategies once a week during their career education. This gives teachers and students valuable extra time to focus on improving writing skills in preparation for the MCAS ELA test. Both ninth and tenth grade classes continue to emphasize writing strategies, including the "Writing With Colors" program. Since 2008, our Advanced and Proficient rating in English has gone from 70% to 97%, a 27% increase. In addition, district-wide common assessments in all courses were created to be administered once per trimester along with multiple open response-style check-points for students in grades nine and ten.

The **Social Studies Department** has revised the scope and sequence to conform to the history curriculum frameworks and school schedule. Students now have the option to take three or four years of social studies depending on whether they choose to take a foreign language. These changes reflect much revision and adhere to the new state frameworks. New initiatives focus on adding critical thinking and writing into the students' assignments, and teaching history from a global perspective through which trends and philosophies are traced across cultures. By developing an integrated approach, students will realize the interdependence of world nations and cultures, rather than studying countries or time periods in isolation. In addition, district-wide common assessments were created in all courses to be administered once per trimester.

Our **Title I Program** is a federally funded initiative providing supplemental reading instruction for qualifying students. Direct instruction is the program's focus in order to strengthen students' comprehension, fluency and vocabulary skills. This instruction is provided in a small group setting. Students are assigned to reading class for two or three weekly sessions (based upon assessment results). Selection of incoming ninth grade students for the Title I program is based upon the spring placement test and fall comprehension test results. Placement for subsequent grades is determined by end of the year assessments and general classroom performance. Parent outreach and involvement is an essential program component.

## **MCAS Review**

In 2012, Massachusetts was given a waiver for Adequate Yearly Progress. In response, the DESE has implemented a new system, which is based on narrowing proficiency gaps and incorporates Accountability & Assistance Levels. All Massachusetts public schools are now categorized as Level 1 to Level 5 with regard to Accountability & Assistance Level. Level 1 is reserved for the highest performing and Level 5 for the lowest performing. Overall, North Shore Technical High School did extremely well on a cumulative level on the 2012 MCAS. In order to be "On Target" a school needs a minimum of a "75" on the Cumulative Progress & Performance Index. North Shore Technical High School scored as follows:

All Students	92
High Needs	90
Low Income	90
Students with Disabilities	90
White	92

North Shore Technical High School exceeded the "Target" of "75" in all areas which categorizes the school as "Level 1." In English, NSTHS saw our proficiency level go from 90% to 97% which put the school at or above the "Target" in all areas. Both mathematics and science saw slight declines in proficient and advanced categories but maintained a rating above the "target," with only five (5) failures in mathematics and six (6) failures in science.

## **School Council**

The School Council is an organization of faculty, parents, students, and business community representatives who meet with the Principal every six weeks during the school year to review programs and activities at North Shore Tech. At each meeting North Shore Tech staff members inform the Council about specific school activities and programs. The Council again updated the three-year School Improvement Plan, 2010-2013, which was developed to carry us toward the new merged Essex Technical High School. The Council also examines the school budget and student handbook and reviews co-curricular activities. The Council's advice to the Principal assists in the process of program expansion and curriculum improvement. School Council members are actively involved and very supportive of the staff and students at North Shore Tech.

## **General and Program Advisory Committees**

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The Fall Program Advisory met jointly with Essex Agricultural and Technical High School and included a group meeting at which all members were apprised of the status of the new school design and construction and participated in a session about work-based learning. The instructors from each program use their individual meetings to learn about the latest trends, equipment, materials, techniques, and technology being used in their industry. The design and equipment for each program for the new school was also discussed at the individual program meetings. Improvement in curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

## **Vocational Career and Technical Area**

As our career areas continue to teach the students the necessary technical skills required to ensure that our student are successful members of society they have in addition incorporated higher order thinking skills into their curriculums ensuring our compliance to the MASS Common Core. Our Career Technical Education (CTE) literacy initiative is introducing students to the value of reading technical articles related to their field. The students are incorporating the school wide Writing with Colors initiative to help them identify the important concepts while they read the articles.

This fall the Department of Elementary & Secondary Education (DESE) visited North Shore Technical High School (NSTHS) and completed a Coordinated Program Review of our CTE Programs. These interviews were used to validate that we were following Chapter 74 and Perkins guidelines. Although we have not

received the final report their exit interview with us was very positive. They also completed a complete safety review of all our programs and this too was positive. Our teachers did an outstanding job representing the wonderful things they are accomplishing with our students.

### **Outside Projects**

The **carpentry, masonry and electrical** programs are building a teen center for the City of Salem. The students are completing work at the Middleton Police Station, and working at the Middleton Department of Public Works site. They have begun to replace the fencing at the Beverly Historical Society and have other educational jobs awaiting them in several of our other communities. They have also been doing electrical work for our neighbor Extra Innings.

Some examples of other projects completed by our CTE programs include:

- Collision Repair - restored/painted Middleton's Antique police car.
- Culinary Arts - Welcomes senior citizens from the Council of Aging organizations in our district for lunch on Wednesdays. The Log Bridge Inn is open to the public on Thursdays and Fridays.
- Cosmetology - operates a full service salon every Thursday and Friday
- Health Assisting – continues to visit Hogan Rehabilitation in Danvers, Brooksby's Renaissance Village in Peabody and Putnam Farms in Danvers to help develop the student's technical skills. This allows students to receive certifications in Developmental Disabilities, Alzheimer's Care, and prepare for the Certified Nursing Assistant Exam.

### **Technology**

North Shore Technical High School continues to boast 100% participation in Moodle, a Learning Management System and customizable platform for teachers and learners. The Moodle, online classroom, is used to extend the classroom beyond the four walls and the daily schedule. Students can access course work, supplemental materials, assessments, communications and outcomes anywhere, anytime. Teachers are provided with a home page and a means of setting up and distributing all course information. All teachers are building their curriculum, providing resources, posting assignments and grades in their Moodle classroom and using this as a form of communication to students and their parents. Many teachers are now using more interactive applications in their Moodle classrooms such as online quizzes, journals and paperless lessons. District wide rubrics are shared in Moodle in order to use authentic assessment in many curricular areas.

Google Apps for Education is becoming, more and more, a part of everyday teaching and learning practices at North Shore Tech. Google combines email, chat, documents and scheduling for integrated communication in and out of the building. Students and faculty can access their email and calendars from any computer or mobile device. The use of Google Apps, which is a "cloud" application of Office software and a component of our North Shore Tech Gmail has brought student and teacher collaboration to a whole new level. These applications are being utilized in a variety of curricular areas. All students save school work in the cloud which can be accessed from anywhere and easily transfer into the new school.

Online resources, evaluating and citing sources are introduced to students during the freshman year in the Freshman Literacy curriculum, as well as in the science classroom. The librarian successfully utilizes Noodle Tools (an online research and citation program) for the integration of technology in all grade levels via the Research Paper initiative.

iPads continue to be the device of choice for a 1:1 initiative. iPads are provided to teachers to further pilot the use of this product. Teachers with a love of technology and a passion for nurturing the minds of their students have been discovering creative ways to incorporate the iPad into the daily routine. We have outfitted many classrooms with Apple TV devices to allow teachers to wirelessly project from their iPads. Many of our special education students are benefiting from using the iPad as a tool to access curriculum

regardless of their disability. The iPad has worked well with our students having vision and learning disabilities.

The use of data to drive instruction increases yearly at North Shore Tech. Currently, all common assessments are graded in our TestWiz system. Data is stored in one central location and distributed to teachers and Administration in order to help drive curriculum and instruction.

### **Professional Development**

Professional development activities have focused on the areas of the school improvement plan which address teaching and learning, as well as school safety and climate. A combination of early release time and embedded instructional consultation, along with the use of common planning time was used to create a comprehensive approach to all initiatives.

In addition to these in-school initiatives, faculty members attended a variety of on-site and off-site workshops and conferences, and submitted a review of what was learned and the benefits for North Shore Technical High School. Teachers and administrators attended conferences related to technology, English instruction, mathematics instruction, school-wide literacy, reading, effective inclusion practices, common assessment, curriculum mapping, diversity, bullying and civil rights trainings.

Membership in the Northeast Consortium for Staff Development and in the Salem State College Collaborative Project for Math, Science, and Interdisciplinary Education continues to allow us to share ideas, concerns and materials, while expanding the opportunities for professional development. Some administrators were able to attend the STEM Summit in November.

Major initiatives this year included:

- Curriculum Development and Alignment to the State Standards
- Literacy in the Career and Technical Programs
- District Wide Common Assessments
- Integration of Technology

### **Special Education Department**

There are approximately 140 students at North Shore Technical High School who have been identified as having special needs; they represent 30% of the general student population. Programs and services are provided and administered by a staff comprised of an administrator, department coordinator/team chair, a part-time team chair, eight special education teachers, a speech/language pathologist, a certified reading specialist, a school psychologist, a school adjustment counselor, a behavioral consultant, six instructional aides, and one secretary. All special education staff is highly qualified in accordance with the No Child Left Behind regulations.

The special education program is inclusive in nature. Inclusion classes are offered in all grades and in every major academic subject area. These classes are co-taught by members of the general education and special education staff. In conjunction with this, many special needs students receive academic support services in the Curriculum Support Center, under the direction of the Special Education Administrator. There are also special education staff assigned to many of our vocational programs to provide support and consultation.

When necessary, small group special education classes with modified content in English, Math, Science and Social Studies are provided for students in accordance with their Individualized Education Programs. These classes are taught by teachers with certification in moderate special needs. The curriculum delivered parallels that of the general education courses.

Teachers certified in reading and/or special education provide individualized and small group tutorials to those students with significant deficits in decoding, comprehension and fluency in compliance with their Individual Educational Programs.

The School Adjustment Counselor and the Behavior Specialist provide emotional and behavioral supports to students, in individual and small group meetings, based on the goals in their Individualized Education Programs. Both personnel also provide consultation to special educators, general educators and career/vocational technical educators regarding the emotional and behavioral needs of students in the classroom setting.

The goal of the special education department is to ensure that all students have access to the general education curriculum in the least restrictive setting. High standards are maintained for students with disabilities, so that they can master the content of the Massachusetts Curriculum Frameworks. In addition, students are prepared for high stakes assessments in Math, English, and Science, as well as for vocational competency testing.

At the beginning of the school year, DESE chose North Shore Technical High School as one of nine school districts to participate in the Career Vocational Technical Education and Special Education Leadership Institute. The Assistant Superintendent, the Vocational Director and the Special Education Coordinator participated in the 6 day institute which focused on increasing vocational technical opportunities for students with disabilities contributing to improved results for all students. In order to achieve this, the institute's presentations and discussions focused on effective collaboration, effective inclusive practices and a culture of high expectations with shared responsibility and accountability for students. Each district identified a target area of improvement and an action plan. Our district determined the need for CVTE and general educators to have a more thorough understanding of the IEP disability categories and best practices for meeting the instructional needs of those students. To that end, our project was to develop a tool kit for teachers; a resource manual with an overview of the disability, instructional implications and strategies to help those student achieve success. The special education department was awarded a grant from DESE to pay special educators and vocational educators to develop the manual. This process has been ongoing throughout the fall and is expected to be completed by January 2014. Additionally, a Career and Vocational Educational Specialist from DESE requested that we present this project at the Massachusetts Association of Vocational Administrators Institute for Success summer conference.

The DESE, in accordance with a federal requirement, makes an annual determination in the area of special education for each school district. There are five levels of accountability. Performance is linked to student performance indicators, district progress and performance index reports, and special education compliance. North Shore Regional School District received the highest determination level – Level 1. We were commended by the DESE for our work to ensure high quality education for all students.

The Special Education Department underwent a Coordinated Program Review by the DESE in November 2012. From January through June, 2012, we submitted documents through a web-based system to the Department; in November a team visited onsite to review records and interview teachers and administrators; parents of special education students were mailed a satisfaction survey. The report of our results was released by the DESE on April 17, 2013. The findings were very positive.

### **Athletic Department**

All the sports programs have been merged with Essex Aggie and are now run under one athletic budget. This budget is shared with Essex Aggie. Starting in the fall of 2013 all sports teams but one has been equipped with brand new uniforms with the new school's logo and mascot. They all sport blue and green with the new Hawk logo.

The Boy's & Girl's Basketball teams continue to have a large number of participants.

The school entered into a cooperative program for Hockey with Mystic Valley Charter School out of Malden. There were five members of the hockey team from North Shore and Essex. A North Shore player, Bryan Jackson was selected as the Most Valuable Player.

This fall, the football team finished with an overall record of 7-3 and captured the league championship with a 4-0 league record. The team qualified for the playoffs and played Cathedral High School in the first round. They ended up losing to Cathedral in the final seconds but went on to win their next two games and will compete in the State Vocational football Championship against Blue Hills from Canton. The sportsmanship displayed throughout the season was noted by officials, opposing parents and opposing coaches. Coach Paul Worth was selected as Coach of the Year in the league.

All athletic programs are running well and the participation rate continues to be very high.

### **Career Exploratory**

The focus of the Career Exploratory Program is to familiarize all ninth grade students with North Shore Technical High School's career vocational/technical areas. Mr. Dan Connors, our ninth grade guidance counselor worked with each of our ninth graders to provide a more individual guidance program. This program includes in depth interest inventories such as Career Cruising, as well as various skills and abilities assessments to help freshman become aware of their strengths and weaknesses. They are encouraged to get in touch with their values, beliefs, and skills to assist in choosing the best possible career path. In addition to this program, they are supplemented through a freshman seminar class that enhances self advocacy, problem solving, and self worth.

Currently, ninth graders explore twelve vocational programs. The exploratory program is designed so each student spends five days, four periods in shop and four periods in academics every other week. This schedule allows for smaller shop classes so that our teachers are able to evaluate student more comprehensively. Students will complete the exploratory program in the early spring and will then re-explore three shops before making their final shop selection.

### **Career Awareness**

Throughout the year, all students participate in a variety of career planning activities in the Career Center. This designated space is utilized by the Guidance Department in collaboration with the CVTE instructors to deliver activities related to career planning. A new requirement for all students to obtain a Certificate of Occupational Proficiency is the development of a Four Year Career Plan.

The following activities were presented in the Career Center:

- Career Match Maker (a component of Career Cruising software)
- Non-Traditional Career Choices
- Four Year Career Plan Decision Making
- Final Shop Choice
- Career Pathways
- Social Dignity
- Study Skills
- Mock Interviews
- Conflict Resolution
- Career Cluster Research
- Academic /Technical Success
- Stress Management
- Bullying and Cyberbullying
- Organization and Time Management Techniques

Mr. Connors has developed a curriculum specific for the Freshmen Seminar, a new course for 2012-13. All grade 9 students will participate in this trimester course focusing on decision making, workplace readiness, self determination and conflict resolution.

Tech Prep, a federally funded program, establishes articulation agreements between high school students and post-secondary institutions. This program develops career pathways that allow for a seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2012-13 school year, articulations in Auto, ITS, Health, Culinary, Graphics, Electrical and Machine were renewed. Currently there are articulations with Central Maine Community College, Southern Maine Community College, Bunker Hill Community College, Middlesex Community College, Mass Bay Community College and Benjamin Franklin Institute of Technology.

The Tech Prep Consortium at North Shore Community College (NSCC) provided our students with the following activities:

- College/Career Expo
- On the Spot Admissions
- Pre-engineering Career Day                      Machine/Electrical students
- Business Career Day                                Cosmetology students
- Graphics Career Day                                Graphic/Design-Visual Communications students
- ITS Career Day                                        ITS students
- Health Career Day                                   Health students
- Pre-Advising Day
- College Fair
- Professions Speaker Day for Grade 10 students

Tech Prep coordinators meet and collaborate with NSCC discussing seamless transitions upon graduation from North Shore Technical High School to enrollment at North Shore Community College.

### **Dual Enrollment**

Dual enrollment is a program offered to eligible high school juniors and seniors who want to earn both high school and college credits simultaneously by taking courses at publicly funded higher education institutions.

During the 2011-12 school year, three Information Technology Services (ITS) sophomores were accepted into The Academy for Excellence Program (ACE). This program is a collaborative effort between Northeastern University and the Massachusetts Administrators Vocational Association (MAVA). This opportunity was made available to Race to the Top (RTT) Grant recipients. Three students were selected from ITS after an arduous application process. The program began in July 2012 at Northeastern. Upon successful completion of this program students will graduate with eighteen (18) college credits, in addition to their high school graduation requirements. This is a RTT grant funded activity for two of the students and the district is funding the third student.

### **Cooperative Education**

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting. Alternating weekly between work and classroom, students in good academic/technical standing and discipline record may participate in this program. Students participating in this program are paid for their work in their chosen technical field. Students may also participate in internships through this program.

During the 2012-2013 school year, thirty-two (32) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools. Presently the Co-op position is held by the Essex Aggie Career Technical Education Co-op Coordinator who serves both schools. Ms. Leilevre is present at North Shore Technical High School from 8:00 a.m. to 11:00 a.m. Monday to Friday.

### **Senior Placement**

Plans for the graduates of 2013 included the following: 19% attended 4 year colleges, 37% attended 2 year college and 44% went to work in their technical area.

### **School Adjustment Counselor**

The School Adjustment Counselor is a licensed clinical social worker who works with the at-risk population identified and referred by faculty, administration and parents. Students, seen by the School Adjustment Counselor, present with a wide range of social, emotional and mental health issues. These types of issues may significantly impede a student's ability to function and adequately perform in school.

The decision to discontinue the Peer Mediation Program for 2013-14 was made upon review of the available data (decline in referrals sources, student feedback, faculty and administrative input). Conflict resolution strategies are now covered in the Guidance and Health curriculums.

### **Health Office**

Health services offered at North Shore Technical High School include: first aid, health education, health promotion and prevention of illness in a caring safe environment. Emphasis is to prevent illness and injury, to minimize impairments to learning and to make community/school referrals as appropriate.

In the 2012-2013 school year students and faculty visited the health office approximately 3,687 times, which did not include the flu clinic for faculty and staff. Headaches, general malaise, sore throats, menstrual cramps and mental health issues were the most frequent complaints that brought students to the health office. Our most serious challenge was the care of three insulin dependent diabetic students.

### **Transportation Department**

The Transportation Department has a fleet consisting of thirty eight (38) vehicles, fifteen -71 passenger buses, seven-77 passenger buses, one-18 passenger bus, three buses dedicated to the building trades, three-35 passenger buses, five-32 passenger buses, three 30-passenger buses, and one-8 passenger van. Transportation is provided for students to and from school on a daily basis.

The Transportation Department provides five shuttle buses from Essex Aggie after school to bring the students to North Shore to board the buses for their ride home. Late runs for students that stay after school is available Monday through Thursday and daily for sports and other activities for North Shore Tech and Essex Aggie. Transportation was provided for field trips, off-site activities, sports games, etc. This school year transportation for North Shore Technical High School and Essex Aggie has been completely merged.

### **Adult Education**

Adult Evening Education at North Shore is a self-supporting program that offers approximately sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our communities. The Program serves approximately one thousand adult students that participate in a wide variety of courses. Popular fields of study include: computers, health, construction, machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation, for example Journeyman and Masters Electrician License, Plumbing Apprenticeship Tiered Training, Manicuring and Auto Damage Appraisal License.

The Adult Education Program has recently initiated the development of online course capabilities; it is our hope to market professional development online options for teachers and other professionals in the near future. Furthermore, our new online registration option continues to be very popular with our adult students, now representing nearly three quarters of our total registrations.



## **Business Office**

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2013 at \$508,950.00.

The Fiscal 2015 Budget preparation for Essex North Shore Agricultural & Technical School District is currently in process. The preparation for the next year's budget poses many challenges. Some of those challenges include unknowns and/or undetermined items such as utility costs, enrollment, staffing and health care to name a few. Administrators and staff members from both districts have been working together to merge the cultures and programs to create a fiscally sound budget to present to our school committee in February.

On April 30, 2013 we had our third annual benefits fair. This year we rolled out through Colonial Life the opportunity for employees to purchase supplemental insurance policies. With that also came the benefit of a college tuition savings plan. We continue to offer employee benefits at no direct cost to the district.

The field work for the fiscal year 2013 audit report is complete and I expect a draft report any time. The final report will be available in January. If you would like to obtain a copy of the report, please contact the business office at 978.762.0001 x227 or via email at [mznamierowski@nsth.net](mailto:mznamierowski@nsth.net).

## **North Shore Regional Vocational School Committee**

Beverly	Mr. Dean Porteous
Boxford	
Danvers	Mr. Russell Fravel
Essex	Mr. George R. Harvey, Chairman
Gloucester	Ms. Melissa J. Teixeira
Hamilton	Mr. David W. Ketcham
Lynnfield	Dr. Paul Anderson
Manchester-by-the-Sea	Mr. Joseph Sabella
Marblehead	Mrs. Marcia Sweeney, Vice Chairman
Middleton	Mrs. Ellen Weitzler
Nahant	
Rockport	Mr. Bruce Perkins
Salem	Mr. Thomas St. Pierre
Swampscott	Mr. William Jackson
Topsfield	Ms. Trudi Perry
Wenham	Mr. William O. Nichols, Secretary

**EASTERN ESSEX DISTRICT  
DEPARTMENT OF VETERANS' SERVICES**

This department is charged under Chapter 115 Massachusetts General Laws with providing services to veterans, their survivors and dependents. Principal workload under state law includes the administration of aid to veterans and dependents. Communities fund this program, which is subsequently 75% reimbursed the following fiscal year by the Commonwealth. This is a need based program and the department is required to conduct periodic comprehensive review of the cases to insure no substantive facts have changed, while working with the veteran to identify alternative or long-term solutions to individual circumstances. During the calendar year one Wenham veteran was on this program. Under state law the department also assists qualified veterans to obtain bonuses, and qualified veterans, widows and parents to obtain state annuities, property tax abatements, and other benefits.

The Veterans' Services program also mandates extensive interaction within the federal community, principally with the Department of Veterans' Affairs. The Veterans' Service Officer (VSO) assists veterans and their dependents in filing for pensions, service connected injury/illness compensation, dependency indemnity compensation for survivors, VA healthcare enrollment, insurance claims, decedent claims, and many other issues. Federal benefits processed by this department are paid directly to those eligible to receive the assistance or entitlement. The VA sent approximately \$173,000 to eligible recipients in Wenham, of which the current staff is responsible for approximately \$146,000 dollars paid to or saved by those assisted in Wenham.

Additionally, the department interacts within the federal community to correct military records, obtain needed documentation and insure veterans/dependents receive awards and recognition to which entitled. The VSO provided information, advice or assistance to 13 of the town's 213 *identified* veterans and 1 of the 65 *identified* veterans' widows during 2013. The VSO also assisted the Wenham Veterans Memorial Committee in its efforts to develop an appropriate recognition to Wenham veterans serving during periods of war.

The Director and the Assistant to the Director advocate for veterans' on issues at the local, state and federal level, interact with elected and appointed officials on issues, and work with local organizations in serving the community. The department also provided information, assistance and guidance for citizens in determining their needs for Medical insurance.

In February 2013 the Eastern Essex District was recognized as the Massachusetts Veterans Services District of the Year by Secretary Coleman Nee of the Department of Veterans Services. In September 2013 the District Board of Directors accepted the request from Newbury to join the District. The expansion was approved by the Secretary and services to Newbury began in December 2013.

The Eastern Essex District is composed of the Towns of Essex, Georgetown, Hamilton, Ipswich, Rowley, Wenham and West Newbury. A Board of Directors consisting of one selectman (or designee) from each town maintains oversight. Mr. John Clemenzi is the Wenham member of the Board of Directors.

Terrance P. Hart  
District Director

## WENHAM WAR MEMORIAL COMMITTEE TOWN REPORT – 2013

2013 was a very busy and very positive year. The veteran's names have been finalized and applications for granite pavers have been solicited. Sufficient funds have been raised to allow the bidding process to begin. The Committee has met monthly to develop and refine the details and bidding specifications. Cost estimates were reviewed and adjusted throughout the year. The final estimate shows that the new Memorial will cost approximately \$189,000 for Phase I (Monument only) and \$30,000 for Phase II (landscaping) for a total of \$219,000.

We are working towards a spring ground-breaking with a dedication in the fall of 2014. Additional funds are still needed. Anyone wishing to make a donation can send it to: Veterans Memorial Gift Fund, 138 Main St., Wenham, MA 01984, Donations are tax deductible.

On behalf of all veterans, and those who remember their service to our nation, we thank you for your support for this project.

### Wenham War Memorial Committee:

Bruce D. Blanchard, Co-Chairman

Peter A. Hersee, Co-Chairman

Robert Blanchard

Steven Kavanagh

Dean Pedersen

Thomas Tanous

Albie Dodge

Howard Morong

John F. Perkins

Bill Tyack

### Proposed Veteran's War Memorial



## **WENHAM WATER DEPARTMENT 2013 TOWN REPORT**

Supplying the residents of Wenham with safe, clean drinking water that meets or exceeds government standards remains our primary focus. Our second priority is our continuing effort to support community-wide water conservation.

During 2013 we conducted tests for substances such as nitrate, disinfection by-products, bacteria, etc. All were found to be non-detectable or below state and federal levels.

The Administrative Consent Order issued by MassDEP requiring permanent disinfection for our system received conditional approval in March 2013 and final approval in October 2013. To meet the MassDEP's requirements and provide the best water quality possible, we designed and installed a loop of large diameter pipe between the pump house and the distribution system. With the project completed we have been able to reduce the amount of disinfectant added to the water from 1.0 part per million to a range of 0.3 - 0.6 part per million. We also changed the type of disinfectant used, which improved the taste and smell of water delivered.

As with previous years, mandatory water conservation took effect on May 1<sup>st</sup> and remained in effect until September 30<sup>th</sup>. Due to low flows in the Ipswich River a complete outdoor watering ban was required from August 23<sup>rd</sup> until September 30<sup>th</sup>. We would like to thank the residents of Wenham for their efforts towards reducing our non-essential outdoor water use.

Maintenance of the Wenham Water System is an ongoing process. Three water main leaks were identified and repaired this past year. The water distribution system as a whole is still in very good condition and not in need of large scale infrastructure replacement.

Water meter replacement continued in 2013, with two-thirds of the Town now having new meters. Upgrades and replacement of the remaining meters will continue until the town-wide upgrade program is complete.

We also replaced one fire hydrant this year that was found to be in poor working order. We will be continuing with a yearly replacement program as many of the existing hydrants were installed fifty to sixty years ago.

As always, we would like to thank the many town officials, fellow employees and residents who help to keep Wenham water flowing and safe. We will continue to pursue all means to improve the quality of the water and maintain a safe reliable distribution system.

Ernest C. Ashley, Chairman  
Richard K. Quateman, Commissioner  
Paul E. Mendonca, Commissioner

Erik G. Mansfield, Superintendent  
Leonard K. Tuneburg, Operator  
Deb Morong, Administrative Assistant

## WATER DEPARTMENT STATISTICS

	<u>2012</u>	<u>2013</u>
TOTAL WATER PUMPED	126,949,000 (Permitted withdrawal: 142,350,000)	131,190,000
MAXIMUM DAY	657,000	717,000
HARDNESS (Calcium)	130.0 mg/l	190.0 mg/l
MILES OF WATER MAIN	28.25	28.75
FIRE HYDRANTS	213	215
WATER SERVICES	1, 151	1, 161
NEW SERVICES ADDED	2	10
METERED WATER SALES	\$438,033.00	\$411,607.00
OTHER INCOME	\$12,960.00	\$33,135.00
TOTAL INCOME	\$450,993.00	\$444,742.00



## WENHAM ISSUES OF SOCIAL SERVICE HELP

### ANNUAL REPORT

2013

The Wenham Issues of Social Service Help (WISSH) was established in 1979 to assist Wenham residents experiencing an emergency financial situation. Members are appointed by the Board of Selectmen. Along with emergency financial assistance, WISSH is a referral agent for Wenham residents who are in need of help with food, medicine, insurance, utility bills, and fuel assistance. The committee has established quarterly meetings which are held at the Wenham Council on Aging building and Town Hall. Meeting dates and times are posted at the Wenham Town Hall.

As of June 2013 and after 3 years of serving on the board, Linda Rich has taken over as Chair for Melanie D'Orio who has left the board. Ann Brainard, Marisa Bartlett and Julie Clay have all joined the board as of October 2013. Trudy Reid, Town Clerk, in addition to serving on the board, continues to be the committee's liaison to Town Hall. WISSH continues to have a direct confidential phone line via town hall; the number is 978-468-5520 x 9. Messages may be left and the board chair will return all calls. We have added an email address which can be reached at [www.wissh@wenhamma.gov](mailto:www.wissh@wenhamma.gov)

A financial screening is completed for each request to determine eligibility for assistance. Strict confidentiality is maintained by using a number-coded system to transact all financing.

**EMERGENCY FINANCIAL ASSISTANCE:** In 2013, 12 requests for emergency financial assistance were processed. Of those, 2 were single parents, 5 were disabled citizens and 5 others were seniors.

Funding for WISSH comes from the generosity of town residents who respond to the Board's "as needed" appeal for financial support. WISSH does not receive funding from the Wenham Town Budget so we are dependent on our generous residents who respond to our letters. WISSH has not sent a letter requesting financial support to the town since 2009. Last year, due to a very generous gift from The First Church in Wenham, we had no need to appeal to the community for funding. We will be sending our brochure out in the next town water bill. Finally, thank you to our selectmen and Town Administrator for their help and support this year.

Respectfully submitted,

Linda Rich

COMMITTEE MEMBERS:

Linda Rich, Chair	Jane Pederson	Maureen Whitman
Donald Killam	Tom Tanous	Ann Brainard
Trudy Reid	Maribeth Ting	Patricia Purdy
Cal Perkins	Marisa Bartlett	Julie Clay

Town Clerk – Trudy Reid



## **ZONING BOARD OF APPEALS**

The Wenham Zoning Board of Appeals hears and decides appeals and petitions for variances and special permits from regulations governing dimensions of yards and areas and all other regulations stipulated under the Zoning By-Law and Massachusetts General Laws, Chapter 41, s81. Additionally the Board hears requests for Comprehensive Permits, under Chapter 40B s20-23.

In addition, the Town of Wenham Zoning By-Law delegates the responsibility for issuing different types of special permits to either the Zoning Board or Planning Board. The Zoning Board hears all special permit requests for non-residential uses, accessory uses, changes to non-conforming uses and structures, height, barns and activities in the Aquifer Protection Overlay District.

In 2013, the Board was primarily focused on the construction of West Wenham Village condominium project, now named Middlewood Estates. In addition to monitoring the ongoing work for compliance with the comprehensive permit, the Board considered the numerous changes requested by the applicant to the approved plans. Both site monitoring and design change review was done with assistance from an independent engineer.

One dimensional variance for residential construction was granted.

The Board is made up of three members. In July, long serving member Jonathan Stringer resigned. The Board wishes to thank Mr. Stringer for his twenty years of dedicated service to the Town. In December Jeremy Coffey was appointed to complete his term. The Board is actively seeking at least two (2) alternate members to serve when a Board member is unavailable.

The Board is staffed part time by Emilie Cademartori, the Town's Planning and Conservation Coordinator.

Anthony Feeherry  
Timothy Mansfield  
Jonathan Stringer (July)  
Jeremy Coffey (effective December)



## TOWN OF WENHAM

County of Essex

MASSACHUSETTS

Wenham - Incorporated 1643

(First Town set off from Salem)

Population - 4877

Area: 8.21 Square Miles

ZONING BYLAWS

First Adopted 1947

Present Minimum Lot Size: 40,000 sq. ft.; 170 ft. Frontage

Building, Electrical, Plumbing and Health Regulations require permits  
for new construction and alterations.

ASSESSOR'S OFFICE	468-5520 ext. 5
BOARD OF HEALTH	468-5520 ext. 4
CONSERVATION COMMISSION	468-5520 ext. 8
EMERGENCY - FIRE OR POLICE	911
FINANCE DIRECTOR	468-5520 ext. 3
FIRE PREVENTION OFFICER (non-emergency)	468-5508
HIGHWAY & WATER DEPARTMENTS	468-5520 ext. 6
INSPECTOR'S OFFICE - Building, Electrical, Gas & Plumbing	468-5520 ext. 4
LIBRARY	468-5527
POLICE & FIRE DEPARTMENTS (non-emergency)	468-4000
SELECTMEN'S OFFICE	468-5520 ext. 2
TOWN ADMINISTRATOR	468-5520 ext. 2
TOWN CLERK	468-5520 ext. 1
TOWN ACCOUNTANT	468-5520 ext. 3
TREASURER-COLLECTOR	468-5520 ext. 3

### TOWN HALL OFFICE HOURS

Monday, Wednesday, Thursday	9:00 A.M. - 4:30 P.M.
Tuesday	9:00 A.M. - 7:00 P.M.
Friday	9:00 A.M. - 1:00 P.M.

SELECTMEN MEET TUESDAYS AT 7:00 P.M.

ANNUAL TOWN MEETING DAY - FIRST SATURDAY IN APRIL 2014